

LIST OF REQUIREMENTS FOR CORPORATE BUYERS

1. TIN NUMBER;
2. Latest Community Tax Certificate or details of CTC;
3. Latest Financial Statements;
4. Articles of Incorporation and By-laws;
5. Notarized Secretary's Certificate and Board Resolution indicating official signatory/ies of the company;
6. General Information Sheet of the Company;
7. Customer Relationship Form – Corporate to be provided by RCBC;
8. Signature Cards (provided by RCBC);
9. Other SEC papers as maybe necessary.
10. Letter/e-mail supplying the following information:
 - o Number of years in business/ operation; and
 - o Name of Depository Banks with products availed.
11. Talking Points Form (provided by Sales Dept./ADD-AMRG)
12. Purchase Proposal Form (provided by Sales Dept./ADD-AMRG)
13. Option Agreement Form (provided by Sales Dept./ADD-AMRG)

Listed below are the documentary requirements of the company's signatory/ies including

- President
 - Chief Finance Officer/Treasurer
 - Corporate Secretary
 - All shareholders owning at least 20% of the company's shares and
 - Designated Authorized Signatory for the sales transaction
1. 2 Valid IDs (government issued) photo bearing and with specimen signature;
 2. Latest Community Tax Certificate or details of CTC;
 3. TIN Number or BIR ID;
 4. Proof of Billing Address (any utility) or Barangay Clearance If none – not later than 3 mos.
 5. Customer Relationship Form –Retail form for the signatories be provided by RCBC;
 6. Signature Cards (provided by RCBC);
 7. Letter / email supplying the following information:
 - Nationality
 - Name of Depository Banks with products availed; and
 - List of companies where client is a director/officer or shareholder at least 20% with details including rank/position, held since when, contact number and business address.

For clients/buyers who are abroad and are not able to sign as required or present original documents, certain identified KYC or additional documents must be consularized from the country where client/buyer is located.

Notes: Kindly submit clear photocopies and surrender for purposes of authentication/verification, the original documents/ID's / Forms by our bank personnels/Officers. Kindly completely fill up the forms in legible and readable manner and put NOT APPLICABLE or NONE as maybe necessary.