

LIST OF REQUIREMENTS FOR INDIVIDUAL BUYERS

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. Proof of Income such as the following:
 - Latest Income Tax Return;
 - Employment Certificate
 - If engaged in business, the buyer must submit:
 - Financial Statement of company and business;
 - Mayor's permit; and
 - DTI Registration;
 - If FS reflects loss, provide other proofs of capacity to pay/source of funds such as:
 - Certificates of Deposits;
 - Passbook with sufficient ADB/Running balance;
 - Bank certification/s; or
 - Money market placements/shares of stocks;
 - Affidavit of Income (for min. wage earners); and/or
 - Brgy. Certification of Income (for min. wage earners)
6. Customer Relationship Form – Individual (buyer and spouse if married; RCBC Form)
7. Signature Cards (provided by RCBC);
8. Copy of PSA copy of Birth Certificate for single buyers; and
9. If buyer is married, one valid ID of spouse to verify name and Copy of PSA Marriage Contract
10. Talking Points Form (provided by Sales Dept./ADD-AMRG)
11. Purchase Proposal Form (provided by Sales Dept./ADD-AMRG)
12. Option Agreement Form (provided by Sales Dept./ADD-AMRG)

For Attorney In Fact (AIF)

1. Notarized original copy of Special Power of Attorney (SPA)
2. 2 Valid IDs (government issued) photo bearing and with specimen signature;
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 – Individual
6. Signature Cards (provided by RCBC)

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.