

ACCREDITATION CHECKLIST

I. Requirements for New Accounts

- Application Form & Accreditation Sheet
- Company Profile
- Bank Certificate (with bank account no. and amount) *
- Valid I.D./Proof of Identification of the authorized signatory & authorized representatives
- Proof of Business Billing Address (Main office)
- Terms and Conditions

CORPORATION

- Articles of Partnership/Incorporation with By Laws
- SEC Registration
- Original Secretary's Certificate/Board Resolution for assigned authorized signatory
- BIR Certificate of Registration

SINGLE PROPRIETORSHIP

- Mayor's permit
- DTI Registration (for Sole Proprietor)
- BIR Certificate of Registration

II. Requirements for Account Renewal

- Application Form & Accreditation Sheet
- DTI/SEC/ Mayor's Permit
- Updated Company Profile

** not applicable to Bank Key Account applicant*