

DOCUMENT ACKNOWLEDGEMENT RECEIPT

 BRANCH

 DATE

 This is to acknowledge receipt of the following documents submitted by _____
 (Account Name)

 _____ for _____ on the abovementioned date for
 (Account Number)

 purposes of account opening updating of documents/replacement of documents that are no longer in effect:

Single Proprietorship <input type="checkbox"/> Application papers with the DTI <input type="checkbox"/> Registration papers with the DTI <input type="checkbox"/> Valid photo-bearing ID of the authorized signatory issued by the Government of the Republic of the Philippines <input type="checkbox"/> Certificate of Registration issued by the BSP (registered as Foreign Exchange Dealers, Money Changers and Remittance Agents) (<i>minor document - A2</i>) <input type="checkbox"/> Mayor's Permit/License (<i>minor document - A2</i>) <input type="checkbox"/> Others (specify) _____	Corporate <input type="checkbox"/> Registration Certificate with the Securities and Exchange Commission <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Verification of the authority and identification of the person purporting to act on behalf of the client <input type="checkbox"/> Original copy of the corporate authority for the individual to transact through the Bank <input type="checkbox"/> Minutes of the Board of Directors meeting or an original of the duly notarized copy of the Secretary's Certificate indicating the depository banks and the signatories <input type="checkbox"/> Original copy of the Board Resolution <input type="checkbox"/> Original copy of the Secretary's Certificate of Board Resolution <input type="checkbox"/> Original copy of the Secretary's Certificate showing the names, positions and specimen signatures of the incumbent officers and members of the Board of Directors <input type="checkbox"/> Certified True Copy of the General Information Sheet (GIS) <input type="checkbox"/> Valid photo-bearing ID of the authorized signatories <input type="checkbox"/> By-Laws (<i>minor document - D1</i>) <input type="checkbox"/> Beneficial owners, if any (<i>minor document - D2</i>) <input type="checkbox"/> Certification of the corporate secretary stating the list of principal stockholders owning at least two (2) percent of the capital stock (<i>minor document - D3</i>) <input type="checkbox"/> Others (specify) _____
Partnership <input type="checkbox"/> Registration papers with the SEC <input type="checkbox"/> Articles of Co-Partnership <input type="checkbox"/> Original copy of the Partnership Resolution to Open an Account <input type="checkbox"/> Valid photo-bearing ID of the authorized signatory <input type="checkbox"/> Certificate of Registration issued by the BSP (registered as Foreign Exchange Dealers, Money Changers and Remittance Agents) (<i>minor document - B1</i>) <input type="checkbox"/> Others (specify) _____	<p>Associations/Unincorporated Accounts</p> <input type="checkbox"/> Articles of Association <input type="checkbox"/> Original copy of the Board Resolution <input type="checkbox"/> Original copy of the Secretary's Certificate of Board Resolution preferably with the associate's seal and duly notarized <input type="checkbox"/> Original copy of the Secretary's Certificate showing names, positions and specimen signatures of the incumbent officer and members of the Board of Directors <input type="checkbox"/> Valid photo-bearing ID of the authorized signatories <input type="checkbox"/> Constitution and/or By-Laws (<i>minor document - C1</i>) <input type="checkbox"/> Others (specify) _____
<p>Reminder: All documents submitted must be certified as true copies by the partnership secretary/corporate secretary. If plain photocopies are submitted, the original documents must be presented for comparison and notation that the copy was verified against the original must appear on the document on file.</p>	

Remarks/Additional Instructions to Clients

Submitted/Delivered by:

Received by:

 Signature Over Printed Name

 Branch Manager

FOR BANK'S USE ONLY

For Account Opening/Updating <input type="checkbox"/> Updated Customer Information and Specimen Signature card on _____ <input type="checkbox"/> Sent the ff. docs. to BRU on _____ 1. _____ 2. _____	For Account Opening with Minor Document Deficiencies Justification: _____	
Approved by: _____ Branch Head Signature Over Printed Name	Endorsed by: _____ Branch Head Signature Over Printed Name	Approved by: _____ Area Head Signature Over Printed Name