

OPEN A CORPORATE ACCOUNT IN TWO EASY STEPS:



1 Download and accomplish the required forms [here](#).

These forms are editable PDF files so you can easily input your information after downloading and print afterwards.

2 Submit your accomplished forms and supporting documents through email at customercare_ph@bankofchina.com or by visiting our branch.

We are located at the ground floor of The Finance Centre, 26th Street corner 9th Avenue, Bonifacio Global City, Taguig.

If submission is done through email, the Bank will review the accomplished forms and documents and will then schedule an appointment with you to conduct a face-to-face interview. If submission is done through a branch visit, the Bank will review the accomplished forms and documents and conduct a quick face-to-face interview. Once processed, we will provide you with your account information.

ACCOUNT OPENING CHECKLIST FOR CORPORATE CLIENTS

CUSTOMER INFORMATION

A. BANK'S FORMS TO BE ACCOMPLISHED AND SIGNED

- Customer Account Information Sheet (CAIS)
 - Data Privacy Form
 - Fee and Rate Sheet
 - General Terms and Conditions
 - FATCA Forms (For U.S. Person)
 - Facsimile and Email Agreement (if applicable)
- (Bank to accept or act upon instructions from the Customer or by persons believed by the Bank to be authorized to give instructions and directions on behalf of Customer addressed to or otherwise communicated to any of the Bank's employees through facsimile or email.)

B. OPTIONAL SERVICES WE RECOMMEND FOR AVAILMENT UPON ACCOUNT OPENING

- Online Banking Platform iGTB (to offer you an access to transact online)
- Check deposit pick up
- Check book application

C. DOCUMENTS TO BE SUBMITTED

- Valid Identification Document Copy (Please refer to the Identification Documents list below)
- SEC Certificate of Registration/Certificate of Incorporation
- Articles of Incorporation and Amendments
- By-Laws and Amendments
- Latest General Information Sheet
- Secondary License issued by regulating government agency (as applicable)
- Director's Declaration or Ownership Chart (for multi-layered entities)
- Board Resolution signed by the Board members or Notarized Secretary's Certificate signed by the Corporate Secretary authorizing the signatory/ies to sign on behalf of the company
- For entities registered outside of the Philippines, similar documents or information shall be obtained, duly authenticated by a senior officer or the designated officer of the Bank assigned in the country of registration. In the absence of the said officer, Philippine Consulate, company register or the notary public shall perform authentication where said company is registered.

For Corporation (Philippine Entities) only

For Authorized Signatories based on the signing rule in the Board Resolution/ Secretary's Certificate

- Identification Document

For Ultimate Beneficial Owners

- Specimen Signature (with three (3) signatures in the specimen card)
- Identification Document - for all UBOs who breached the ownership threshold

For Directors

- Name and information of all Directors, taken from the latest GIS or the Director's Declaration

For Corporate Secretary

- Specimen Signature (with three (3) signatures in the specimen card)
- Identification Document

For Partnership (Philippine Entities) only

For Clients

- Partnership Resolution duly signed by the partners containing:
 - Authorizing the opening of deposit accounts with BOCMNL
 - Designating authorized signatories and the signing rules/authority

For Authorized Signatories

- Specimen Signature (with three (3) signatures in the specimen card)
- Identification Document

For Partners

- Identification Document

For Sole Proprietorship (Philippine Entities) only

For Clients

- Certificate of Registration issued by Department of Trade and Industry

For Business Owner

- Specimen Signature (with three (3) signatures in the specimen card)
- Identification Document

Special Power of Attorney for additional signatories to sign as Attorney-in-Fact of the Proprietor for Authorized Signatories

- Specimen Signature (with three (3) signatures in the specimen card)
- Identification Document

For Corporation (Foreign-Incorporated Entities) only

For Clients

- Notarized Board Resolution or Secretary's Certificate duly signed by the Corporate Secretary containing:
 - Authorizing the opening of deposit accounts with BOCMNL
 - Designating authorized signatories and the signing rules/authority or
 - Authorized representative authorized to transact, submit documents on behalf of the company or make calls to inquire on balances, among others

For Authorized Signatories

- Specimen Signature (with three (3) signatures in the specimen card)
- Identification Document

For Ultimate Beneficial Owners

- Identification Document

For Directors

- Name and information of all Directors, taken from the latest Company Search Report (or equivalent document) or the Director's Declaration

For Corporate Secretary

- Specimen Signature (with three (3) signatures in the specimen card)
- Identification Document

For Sole Proprietorship (Foreign-Incorporated Entities) only

For Clients

- Certificate of registration

For Business Owner

- Specimen Signature (with three (3) signatures in the specimen card)
- Identification Document

For Authorized Signatories

- Specimen Signature (with three (3) signatures in the specimen card)
- Identification Document

For Embassy Customers only

For Clients

- Appointment Letter
- Certification/Authorization issued by the Department of Foreign Affairs
- Account Opening Request Letter signed by the Ambassador or individual with designated authority:
 - Authorizing the opening of deposit accounts with BOCMNL
 - Designating authorized signatories and the signing rules/authority

For Authorized Signatories

- Specimen Signature (with three (3) signatures in the specimen card)
- Identification Document

For Treasurer-in-Trust for Customers

- Notarized Treasurer's Affidavit (SEC Format)
- Proposed Articles of Incorporation and By-Laws
- Identification Document of the Treasurer-in-Trust

D. IDENTIFICATION DOCUMENTS

RESIDENT

Primary ID - Submit at least one (1) of the following:

- Passport
- PhilSys ID (Philippine National ID)
- Unified Multi-Purpose ID (UMID)
- Social Security System (SSS) ID
- Government Service Insurance System (GSIS) e-Card
- Philippine Driver's License
- Digitized Tax Identification
- Digitized Pag-IBIG ID
- Digitized Professional Regulation Commission (PRC) ID
- Digitized Integrated Bar of the Philippines (IBP) ID
- Digitized PhilHealth Card
- Digitized Senior Citizen ID
- Digitized Philippine Postal ID
- Digitized Voter's ID
- Digitized OWWA/OFW ID

Other Acceptable Identification Documents (Two types of ID must be submitted):

- National Bureau of Investigation (NBI Clearance)
- Police Clearance
- Seaman's Book

NON-RESIDENT

- Passport
- Alien Certificate of Registration (ACR) ID
- Philippine Retirement Authority (PRA) ID
- Other Government-Issued ID
- National Identity Card