

OPEN AN INDIVIDUAL ACCOUNT IN TWO EASY STEPS: 轻松两步拥有 马尼拉中行个人账户



1 Download and accomplish the required forms here. 点击下载 并填写所需申请表

These forms are editable PDF files so you can easily input your information after downloading and print afterwards.
表格均为可编辑PDF版本, 以便您下载后输入所需信息并打印

2 Visit our branch with your accomplished forms and supporting documents. 携带完成的申请表及所需文件前往中行营业部

We are located at the ground floor of The Finance Centre, 26th Street corner 9th Avenue, Bonifacio Global City, Taguig.
我们的位置在: 马尼拉达义市BGC环球城区26街与9街交界处金融中心大厦一楼

The Bank will review the submitted forms and documents and conduct a quick face-to-face interview. Once processed, the bank teller will provide you with your account information. 中行工作人员将审核您所提交的申请表及文件, 并进行简短的面谈及面签。工作人员将当场完成开户并将账户信息及凭证交付予您

ACCOUNT OPENING CHECKLIST FOR INDIVIDUAL CLIENTS 个人账户开户清单

CUSTOMER INFORMATION 客户信息

A. FORMS TO BE ACCOMPLISHED AND SIGNED 所需表格

- Customer Account Information Sheet 客户信息表 (CAIS) (份/户)(one for each accountholder)
- Data Privacy Form (one for each accountholder) 数据隐私声明 (份/户)
- Fee and Rate Sheet 收费清单
- FATCA Forms (For U.S. Person)(针对美国个人)

B. OPTIONAL SERVICES UPON ACCOUNT OPENING 可选账户服务

- Application for Checkbook 支票簿申请表
- Application for Cashier's Checks 银行本票申请表
- SMS Application Form 短信服务申请表

C. ACCEPTABLE OFFICIAL IDENTIFICATION DOCUMENT (ID) 认可的官方身份证明文件 (ID)

Must be original, within their period of validity and have a clear photo of the owner. Otherwise, submission of two (2) photos shall be required (any size). 需要在有效期内并且有清晰照片的身份证明文件原件。照片不清晰将会要求提供两张任意尺寸的照片

1. Resident 居民

Primary ID - Submit at least one (1) of the following:
主要身份证明文件-提交以下至少一种:

- Passport
- PhilSys ID (Philippine National ID)
- Unified Multi-Purpose ID (UMID)
- Social Security System (SSS) ID
- Government Service and Insurance System (GSIS) e-Card
- Philippine Driver's License
- Digitized Tax Identification
- Digitized Pag-IBIG ID
- Digitized Professional Regulations 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
- Signed Company IDs issued by private entities or institutions registered with, supervised or regulated by either the Bangko Sentral ng Pilipinas (BSP), Securities and Exchange Commission (SEC) or the Insurance Commission (IC)
- Current School ID signed by the School Principal or School Administrator (for students and minors only)

Other Acceptable Identification Documents - Two (2) types of IDs must be submitted 其他可接受身份证明文件-至少提交以下两种:

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

2. Non-Resident 非居民

Submit at least one (1) of the following:
提交以下至少一种:

- Passport
- Alien Certification of Registration (ACR) ID
- Alien Employment Permit
- Philippine Retirement Authority (PRA) ID
- Other Government-Issued ID in Country of Origin. Please specify.
- National Identity Card

D. ACCEPTABLE PROOF OF ADDRESS ISSUED WITHIN THE LAST 3 MONTHS 可接受的签发3个月以内并含本地住址的证明:

- Valid ID containing local address 包含本地住址信息的有效身份证明文件
- Billing Statement or Utility Bill in the name of the customer 本人名下的账单/缴费单
- Bank Statement of Account in the name of the customer 本人名下银行账户的对账单
- Document issued by the employer certifying the address of the customer 雇主签发的本地住址证明文件
- Notarized document certifying the address of the customer 经公证的本地住址证明文件

E. THE BANK MAY REQUIRE 银行可能额外要求提供:

- Supporting information on the intended nature of the business relationship/source of funds/source of wealth (such as financial profile, income tax return (ITR), Loan Application, Deed of Donation, Deed of Sale, etc.) 商业关系性质/资金或财富来源 (比如财务资料, 所得税申报表 (ITR), 贷款申请, 捐赠证明, 销售证明等.)
- List of companies where the customer is a stockholder, director, officer, or authorized signatory 本人作为股东, 高管, 官员, 或者有权签字人的公司清单
- List of banks where the customer has maintained or is maintaining an account 名下银行账户开户行清单