

OPEN AN INDIVIDUAL 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 Visit our branch with your accomplished forms and supporting documents.

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

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.

ACCOUNT OPENING CHECKLIST FOR INDIVIDUAL CLIENTS

CUSTOMER INFORMATION

A. FORMS TO BE ACCOMPLISHED AND SIGNED

- Customer Account Information Sheet (CAIS) (one for each accountholder)
- Data Privacy Form (one for each accountholder)
- Fee and Rate Sheet
- FATCA Forms (For U.S. Person)

B. OPTIONAL SERVICES UPON ACCOUNT OPENING:

- Application for Checkbook
- Application for Cashier's Checks
- SMS Application Form

C. ACCEPTABLE OFFICIAL IDENTIFICATION DOCUMENT (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).

1. 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 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:

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

2. Non-Resident

Submit at least one (1) of the following:

- 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:

- Valid ID containing local address
- Billing Statement or Utility Bill in the name of the customer
- Bank Statement of Account in the name of the customer
- Document issued by the employer certifying the address of the customer
- Notarized document certifying the address of the customer

E. THE BANK MAY REQUIRE:

- 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.)
- List of companies where the customer is a stockholder, director, officer, or authorized signatory
- List of banks where the customer has maintained or is maintaining an account