

**IDENTIFICATION REQUIREMENTS FOR INDIVIDUALS**

List of acceptable IDs:

**PHILIPPINE GOVERNMENT ISSUED IDs**

- Philippine Identification System (PhilSys) ID
- Unified Multi- Purpose ID (UMID)
- New Social Security System (SSS) ID
- Government Service and Insurance System (GSIS) ID
- Tax Identification Number (TIN) ID
- Driver’s License issued by LTO
- Philippine Passport
- Integrated Bar of the Philippines (IBP) ID
- Philippine Postal ID
- PhilHealth ID
- Professional Regulations Commission (PRC) ID
- Senior Citizen ID
- Voter’s ID
- Government Office and GOCC ID

• Overseas Workers Welfare Administration (OWWA) ID

- Overseas Filipino Workers (OFW) ID
- Seaman’s Book
- Maritime Industry Authority (MARINA) ID
- Person with Disability (PWD) ID issued by National Council on Disability Affairs (NCDA)

**CERTIFICATIONS AND CLEARANCES**

- PSA/Local Civil Registry Issued Birth Certificate (for minors)
- Certification from the National Council for the Welfare of Disabled Persons (NCWDP)
- DSWD Certification
- NBI Clearance
- PNP Clearance with dry seal
- Barangay Certification with dry seal

**PHILIPPINE PRIVATELY ISSUED IDs**

- School ID (for minors)
- Company IDs issued by private entities registered with or supervised or regulated either by BSP, SEC or IC

**FOR FOREIGN CLIENTS**

- Passport (Official/Diplomatic/Government)
- Alien Certificate of Registration (ACR-I Card)
- Immigrant Certificate of Registration (ICR)
- Special Investor Relations Visa (SIRV)
- Special Resident Retiree’s Visa
- Alien Employment Permit (AEP)
- Government issued IDs of home country such as: State/National ID, Driver’s License, Professional ID, or Laissez-Passer

\*One (1) valid ID is acceptable if the ID is a Passport, Driver’s License, PRC ID, UMID, SSS ID, PhilSys ID or School ID (for minors).

Otherwise, please prepare at least two (2) valid IDs from the list. The chosen ID must be original and within their period of validity.

**DOCUMENTARY REQUIREMENTS FOR BUSINESS ACCOUNTS**

**DOCUMENTS**

**A. PRIMARY REQUIREMENTS**

	Sole Proprietorship	Partnership	Corporations	One Person Corporation	Registered Associations, Cooperatives and Organizations
1. Unexpired valid Personal ID/s of Owners, Signatories and Certifying Officer as specified in ‘Identification Requirements for Individuals’	✓	✓	✓	✓	✓
2. Certificate of Registration (DTI/SEC/Governing Regulatory Agency)	✓	✓	✓	✓	✓
3. Articles of Partnership / Partner’s Agreement / Incorporation / Association	✗	✓	✓	✓	✗
4. By Laws	✗	✗	✓	✗	✗
5. General Information Sheet / Company Register or its equivalent (issued by governing foreign regulatory agency)	✗	✗	✓	✗	✗
6. Notarized Partnership/Board Resolution/Secretary’s Certificate Resolution authorizing account opening and with signatories and designated authorities	✗	✓	✓	✓	✓
7. List of Partners for Partnership / List of Directors , Principal Stockholders owning at least 2% of Capital Stock and Beneficial Owners, if any, for Corporate	✗	✓	✓	✗	✗

**B. ADDITIONAL REQUIREMENTS**

1. Secondary Licenses, issued by the SEC (if applicable)	✗	✓	✓	✗	✓
2. Latest Mayor’s Permit	✓	✗	✗	✗	✗
3. Association, Cooperative and Organization Agreement	✗	✗	✗	✗	✓
4. Notarized Special Power of Attorney/Mutual Special Power of Attorney authorizing a specified person to open/operate the account	✓	✗	✗	✗	✓
5. Certificate of filing of officers or List of Elected officers for the current year	✗	✗	✓	✗	✓
6. Secretary’s Certificate attesting to the date of recording of the Resolution	✗	✗	✗	✓	✗

**ADDITIONAL NOTES:**

- All documents executed and signed outside of the Philippines must be consularized or apostilled.
- You may be asked to submit additional documents in compliance with bank regulatory requirements.

Legend: ✓ Required / ✗ Not Required