

LIST OF ACCOUNT OPENING DOCUMENTARY REQUIREMENTS

A. BASIC DOCUMENTARY REQUIREMENTS

1. GENERAL REQUIREMENTS TO ALL TYPE OF ACCOUNTS

- 1.1. Three (3) copies of recent ID photo for Savings Account (SA) or Time Deposit (TD) Account
- 1.2. Five (5) copies of recent ID photo for Current Account (CA)

2. PERSONAL ACCOUNTS

On top of above item no.1 requirements:

- 2.1. Individual
 - 2.1.1. One (1) valid ID
- 2.2. Joint Account
 - 2.2.1. One (1) valid ID of each depositor
- 2.3. ITF/FAO Accounts
 - 2.3.1. One (1) valid ID of guardian or representative
 - 2.3.2. Three (3) copies of recent ID photo for Savings Account (SA) or Time Deposit Account of guardian or representative
 - 2.3.3. Birth Certificate (for ITF)
- 2.4. Estate Account
 - 2.4.1. One (1) valid ID of Administrator or Executor
 - 2.4.2. Three (3) copies of recent ID photo for Savings Account (SA) or Time Deposit Account of Administrator or Executor
 - 2.4.3. Death Certificate of deceased person
 - 2.4.4. Court order or Testamentary Will authenticated by its Legal Department
- 2.5. Alien or not a Filipino Citizen (including those migrated to other country)
 - 2.5.1. Alien Certificate of Registration

3. COMMERCIAL ACCOUNTS

On top of above item#1 requirement:

- 3.1. Sole / Single Proprietorship
 - 3.1.1. Mayor's / Business Permit
 - 3.1.2. Department of Trade and Industry (DTI) Certificate of Business Trade Name
- 3.2. Partnership
 - 3.2.1. SEC Registration Papers
 - a. Certificate of Registration of Articles of Co-Partnership
 - b. Certified True Copy of Articles of Co-Partnership and Amendments, if any
 - c. Partnership Agreement
 - 3.2.2. Notarized Board Resolution naming the officers authorized to sign and designating BOF as Depository Bank
- 3.3. Corporate Account-domestic corporation
 - 3.3.1. Certified true copy of Articles of Incorporation
 - 3.3.2. Corporate By Laws with SEC Certificate of Filing
 - 3.3.3. SEC Certificate of Registration
 - 3.3.4. Board Resolution certified by its Secretary stating the following:
 - a. Authority to open an account or transact business with BOF; and
 - b. Officers authorized to transact, sign checks and other bank documents, their limits and combinations
 - 3.3.5. General Information Sheet (GIS)

- 3.4. Corporate account-Foreign corporation
 - 3.5.1. Board Resolution certified by its Secretary and authenticated by the Philippine Consul authorizing the opening of the account
 - 3.5.2. Certified copy of Articles of Incorporation and By Laws Amendment (with English translation) duly authenticated by the Philippine consul in the place where the corporation was established
 - 3.5.3. License to do business in the Philippines/Amended License or Certificate of Exemption from licensing requirement issued by SEC
General Information Sheet (GIS)
Board Resolution certified by its Secretary authenticated by Philippine Consul stating the following:
 - a. Authority to open an account or transact business with BOF; and
 - b. Officers authorized to transact, sign checks and other bank documents, their limits and combinations
- 3.5. Cooperative
 - 3.5.1. Cooperative Development Authority (CDA) Registration Papers
 - a. Certificate of Registration
 - b. Articles of Cooperation and Amendments, if any
 - c. By-Laws of Cooperative
 - 3.5.2. Board Resolution certified by its Secretary stating the following:
 - a. Authority to open an account or transact business with BOF; and
 - b. Officers authorized to transact, sign checks and other bank documents, their limits and combinations
- 3.6. Associations, Clubs, Foundations or Unincorporated Organizations
 - 3.6.1. Articles of incorporation and By-Laws of Association or Unincorporated Organizations
 - 3.6.2. Certificate of Registration (COR) with SEC and/or COR with concern affiliation
 - 3.6.3. Board Resolution or notarized minutes of meeting of general membership and/or governing body certified by its Secretary stating the following:
 - a. Authority to open or transact business with BOF; and
 - b. Officers authorized to transact, sign checks and other bank documents, their limits and combinations
- 3.7. Unregistered Club, Association or Organization
 - 3.7.1. Board Resolution certified by its Secretary stating the following:
 - a. Authority to open an account or transact business with BOF; and
 - b. Officers authorized to transact, sign checks and other bank documents, their limits and combinations
 - 3.7.2. Certificate from the concerned institution which recognizes the existence of the unregistered club, association or organization
- 3.8. Treasurer-In-Trust-For (TITF)
 - 3.8.1. Application for Incorporation with SEC
 - 3.8.2. Board Resolution certified by its Secretary stating the following:
 - a. Authority to open an account or transact business with BOF; and
 - b. Officers authorized to transact, sign checks and other bank documents, their limits and combinations
- 3.9. Fiduciary Account
 - 3.9.1. Trust agreement indicating the trustee appointed or any court order designating the guardian, trustee or administrator

B. OTHER DOCUMENTARY REQUIREMENTS (IF APPLICABLE)

1. Authority for Automatic Transfer of Funds (included also under Account Opening Forms)
2. Power of Attorney
3. Authorization Letter
4. Other documents as may be required by the Bank