

CUSTOMER INFORMATION FILE (CORPORATE/NON - INDIVIDUAL ACCOUNT)

Branch	<input type="checkbox"/> NEW <input type="checkbox"/> UPDATE	Date Accomplished	CIF Number
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BASIC DATA

Customer/Business Name (no acronyms or abbreviation)			
Company Type <input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Association/Club/Organization <input type="checkbox"/> Corporation - Non Financial <input type="checkbox"/> Cooperative <input type="checkbox"/> Government - Others <input type="checkbox"/> Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation - Financial <input type="checkbox"/> Corporation - Foreign <input type="checkbox"/> Government - Corporation <input type="checkbox"/> National Government			
Date of Incorporation/Registration	Country of Incorporation	<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident	TIN
Firm Size <input type="checkbox"/> Micro (up to 3M) <input type="checkbox"/> Small (more than 3M up to 15M) <input type="checkbox"/> Medium (more than 15M)			Business Economic Sector (Nature of Business)

ADDRESSES AND CONTACT NUMBERS

Official Business/Office Address (1)		ZIP Code	Year Moved In
Official Business/Office Address (2)		ZIP Code	
Official Foreign Business/Office Address		Country	ZIP Code

Mail <input type="checkbox"/> Send <input type="checkbox"/> Hold/Pick-up	Send Mail To <input type="checkbox"/> Official Business/Office Address (1) <input type="checkbox"/> Official Foreign Business/Office Address <input type="checkbox"/> Official Business/Office Address (2)	E-mail Address	Avail of SMS Notification Service?*
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Contact Numbers	Office (1)	Office (2)	Fax	Mobile
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Contact Person(s) Name (Last Name, First Name, Middle Name)	Position	Telephone/Mobile Number

Account with Beneficial Owner/Beneficiary? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please provide in a separate sheet Beneficial Owner/Beneficiary Name, Present Address, Date and Place of Birth, Nature of Work and Source of Funds.
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I declare that the above information provided by me is correct. I agree to abide by the Bank's terms and conditions governing accounts and the relevant rules and regulations governing the respective services linked to my account which have been furnished to me.

Printed Name & Signature of Customer(s)

FOR BANK'S USE ONLY

Remarks/Instructions	Insider Code (Customer Relationship with MPI)		
	<input type="checkbox"/> Director	<input type="checkbox"/> Stockholder	<input type="checkbox"/> Officer
	<input type="checkbox"/> Related to Director	<input type="checkbox"/> Related to Stockholder	<input type="checkbox"/> Related to Officer
		<input type="checkbox"/> Staff	<input type="checkbox"/> Bank Subsidiary
		<input type="checkbox"/> Other Related Interest	<input type="checkbox"/> Not an Insider
Referred By	Posted By (Sales Associate)	Signature Authenticated and Posting Verified By (Branch Manager/Service Head)	

*SMS Service includes SOA availability and returned inward checks notification, dormancy reminder, greetings, etc. Client's mobile number to use for this purpose should be specified in the Board Resolution/Secretary's Certificate.

INDIVIDUAL - IDENTIFICATION (ID) REQUIREMENTS

Any of the following IDs with at least one (1) bearing the customer's photograph and signature, and issued by an official authority:

(If the valid ID presented does not bear all of the above requirements or photo/signature/issuing authority are not clear, another valid ID that contains the requirement lacking in the original ID presented shall be required)

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| <ul style="list-style-type: none"> • Passport including those issued by foreign governments • Driver's License • Professional Regulation Commission (PRC) ID • National Bureau of Investigation (NBI) Clearance • Police Clearance • Postal ID • Voter's ID • Tax Identification Number (TIN) | <ul style="list-style-type: none"> • Barangay Certification • Government Service Insurance System (GSIS) e-Card • Social Security System (SSS) Card • Senior Citizen Card • Overseas Workers Welfare Administration (OWWA) ID • Overseas Filipino Worker (OFW) ID • Seaman's Book • Alien Certificate of Registration (ACR)/ Immigrant Certificate of Registration | <ul style="list-style-type: none"> • Government Office and Government-Owned and/or Controlled Corporation (GOCC) ID (e.g., AFP, HDMF IDs) • Certification from National Council for the Welfare of Disabled Persons (NCWDP) • Department of Social Welfare & Development (DSWD) Certification • Integrated Bar of the Philippines ID |
| <ul style="list-style-type: none"> • Company IDs issued by Private Entities or Institutions registered with or supervised or regulated either by the Bangko Sentral ng Pilipinas (BSP), Securities and Exchange Commission (SEC) or Insurance Commission (IC) | | |

CORPORATE/NON-INDIVIDUAL - DOCUMENTARY REQUIREMENTS

<p>SINGLE PROPRIETORSHIP</p> <ul style="list-style-type: none"> • Certificate of Registration of Business or Trade Name issued by DTI <p>PARTNERSHIP</p> <ul style="list-style-type: none"> • Certificate of Registration of Partnership issued by SEC • Articles of Partnership and By-Laws • Latest General Information Sheet which lists the names of Directors, Principal Stockholders owning at least twenty percent (20%) of the outstanding capital stock, and primary officers such as the President and Treasurer • Name, present address, date and place of birth, nature of work and source of funds of Beneficial Owner or Beneficiary, if applicable • Notarized Partnership Resolution duly certified by Partner's Secretary authorizing the Partnership to open an account designating Maybank Philippines, Inc. as depository bank thereto and appointing the authorized signatory/ies • Mayor's Business Permit for the current year 	<p>COOPERATIVE</p> <ul style="list-style-type: none"> • Certificate of Registration issued by the Cooperative Development Authority • Articles of Cooperation and By-Laws • Secretary's Certificate of the duly elected officers or governing body/committee of the Cooperative • List of Trustees • Notarized Secretary's Certificate of the Cooperative Resolution designating Maybank Philippines, Inc. as depository bank and appointing the authorized signatory/ies thereto <p>TREASURER-IN-TRUST FOR (TITF)</p> <ul style="list-style-type: none"> • Articles of Incorporation and By-Laws • Notarized affidavit/agreement of the company directors/incorporators designating the Treasurer-In-Trust and authorizing the opening of the account for the corporation with Maybank Philippines, Inc. 	<p>CORPORATION</p> <ul style="list-style-type: none"> • For Resident Domestic & Foreign Corporation - Certificate of Registration of Incorporation issued by SEC • For Non-Resident Foreign Corporation - License to do business in the Philippines issued by SEC • Articles of Incorporation and By-Laws • Secretary's Certificate of Incumbent Officers • Latest General Information Sheet which lists the names of Directors, Principal Stockholders owning at least twenty percent (20%) of the outstanding capital stock, and primary officers such as the President and Treasurer • Name, present address, date and place of birth, nature of work and source of funds of Beneficial Owner or Beneficiary, if applicable • Notarized Board Resolution duly certified by Corporate Secretary of the authorizing the Corporation to open an account designating Maybank Philippines, Inc. as depository bank and appointing the authorized signatory/ies thereto • Mayor's Business Permit for the current year
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Additional Requirements

1. For entities registered outside the Philippines, similar documents and/or information shall be obtained duly authenticated by the Philippines Consulate where said entities are registered.
2. IDs must be current and unexpired.
3. If ID presented is Company ID issued by a private company and the company is doubtful, require another ID (except credit card).
If walk-in customer, require submission of proof of latest billing address (e.g., billing statement from utility companies, credit card companies, etc.) which must be in the name of the customer.
4. This requirement may be waived subject to discretion (prudence) and approval of the Branch Manager.
5. For signatories of corporate/non-individual accounts, require submission of ID requirements.
6. If customer is non-Filipino, conducting business or is an authorized signatory of a company/business account, require Alien Certificate of Registration (ACR). No need for ACR if customer is transient/tourist.
7. If customer is a Foreign Exchange Dealer, Money Changer or Remittance Agent, require the Certificate of Registration issued by BSP.
8. If Current Account and Foreign Currency Account, require submission of proof of latest billing address (e.g., billing statement from utility companies, credit card companies, etc.) which must be in the name of the customer.
9. If In-Trust-For (ITF) account, require submission of Birth Certificate of the child on whose behalf the account is being opened.

IDs Presented			
ID Number			

CUSTOMER VALIDATION RECORD

Validation Procedures	Action Made		Remarks
1. Require audited financial statements			
2. Inquire from supervising authority the status of entity	Inquired From		Date
	<input type="checkbox"/> Securities and Exchange Commission <input type="checkbox"/> Department of Trade and Industry <input type="checkbox"/> Others		
3. Obtain bank reference	Bank/Branch 1. _____ 2. _____ 3. _____		
4. On-site bank refernece	Date Visited		
5. Contact the customer	Contacted By		Date
	<input type="checkbox"/> Telephone <input type="checkbox"/> E-mail <input checked="" type="checkbox"/> Thank You Letter (Centralized at Transactional Banking)		
Prepared and Validated By	Verified By		