



CUSTOMER INFORMATION FILE (INDIVIDUAL ACCOUNT)

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

Title <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Others _____	Customer Name (First Name, Middle Name, Last Name, Last Name Suffix)		
Date of Birth (mm/dd/yyyy)	Place of Birth	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Civil Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced

Spouse Name (Last Name, First Name, Middle Name)	Number of Children
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Nationality <input type="checkbox"/> Filipino <input type="checkbox"/> Others _____	Resident <input type="checkbox"/> Non-Resident <input type="checkbox"/>	ACR Number	SSS/GSIS Number
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Profession/Occupation	Source of Income/Funds <input type="checkbox"/> Personal Savings <input type="checkbox"/> Income From Business <input type="checkbox"/> Allotment <input type="checkbox"/> Remittances <input type="checkbox"/> Employment Compensation <input type="checkbox"/> Others _____	Business Economic Sector (Nature of Business)
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Monthly Income <input type="checkbox"/> Not Over 10,000 <input type="checkbox"/> 140,001-250,000	<input type="checkbox"/> 10,001-30,000 <input type="checkbox"/> 250,001-500,000	<input type="checkbox"/> 30,001-70,000 <input type="checkbox"/> Over 500,000	<input type="checkbox"/> 70,001-140,000	Employment Type <input type="checkbox"/> Government <input type="checkbox"/> Self-Employed <input type="checkbox"/> Private Sector <input type="checkbox"/> NGO <input type="checkbox"/> Unemployed
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TIN	Employment Status <input type="checkbox"/> Owner <input type="checkbox"/> Contractual <input type="checkbox"/> Others _____ <input type="checkbox"/> Permanent <input type="checkbox"/> Probationary	Employer/Business Name
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Father's Full Name (Last Name, First Name, Middle Name)	Mother's Maiden Name (Last Name, First Name, Middle Name)
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ADDRESSES AND CONTACT NUMBERS

Residence (Permanent) Address	ZIP Code	Year Moved In
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Alternate Residence (Present) Address	ZIP Code
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Business/Office Address	ZIP Code
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Mail <input type="checkbox"/> Send <input type="checkbox"/> Hold/Pick-up	Send Mail To <input type="checkbox"/> Residence (Permanent) Address <input type="checkbox"/> Business/Office Address <input type="checkbox"/> Alternate (Present) Residence Address	E-mail Address	Avail of SMS Notification Service?*" <input type="checkbox"/> Yes <input type="checkbox"/> No
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Contact Numbers	Home	Business/Office	Fax	Mobile
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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

*SMS Service includes SOA availability and returned inward checks notification, dormancy reminder, greetings, etc.

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

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) |
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The following IDs may also be presented by minors and/or students who are not yet of voting age:

- School ID (photo-bearing and duly signed by the principal or head of the school)
- Birth Certificate

Additional Requirements

1. IDs must be current and unexpired.
2. If ID presented is Company ID issued by a private company and the company is doubtful, require another ID (except credit card).
3. 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.
This requirement may be waived subject to discretion (prudence) and approval of the Branch Manager.
4. 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.
5. If customer is a Foreign Exchange Dealer, Money Changer or Remittance Agent, require the Certificate of Registration issued by BSP.
6. 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.
7. If In-Trust-For (ITF) account, require submission of Birth Certificate of the child on whose behalf the account is being opened.

CUSTOMER VALIDATION RECORD

Validation Procedures	Action Made	Remarks												
1. Confirm date of birth	Verified vs: <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Passport <input type="checkbox"/> Driver's License <input type="checkbox"/> Others _____													
2. Verify permanent address	Verified through: <input type="checkbox"/> Utility Bills - Name of Utility Company: _____ <input type="checkbox"/> Bank Statement - Bank/Branch: _____ <input type="checkbox"/> Credit Card Statement - Name of Bank/Institution: _____ <input type="checkbox"/> Onsite Visitation - Date visited: _____ <input type="checkbox"/> Others: _____													
3. Contact the customer	<table style="width:100%; border: none;"> <tr> <th style="width:50%; text-align: center;">Contacted By</th> <th style="width:50%; text-align: center;">Date Contacted</th> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Telephone <input type="checkbox"/> E-mail <input checked="" type="checkbox"/> Thank You Letter (Centralized at Transactional Banking) </td> <td></td> </tr> </table>	Contacted By	Date Contacted	<input type="checkbox"/> Telephone <input type="checkbox"/> E-mail <input checked="" type="checkbox"/> Thank You Letter (Centralized at Transactional Banking)										
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4. Validate identification documents	<table style="width:100%; border: none;"> <tr> <th style="width:33%; text-align: center;">ID Presented</th> <th style="width:33%; text-align: center;">ID Number</th> <th style="width:33%; text-align: center;">Validated With</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	ID Presented	ID Number	Validated With										
ID Presented	ID Number	Validated With												
Prepared & Validated By	Verified By													

