



ACCOUNT OPENING DOCUMENTARY REQUIREMENTS

A. Basic Documentary Requirements

- a. Personal
 - i. Individual
 - 1. One (1) valid ID
 - ii. Joint Account
 - 1. One (1) valid ID of each depositor
 - iii. ITF/FAO Account
 - 1. One (1) valid ID of Legal Guardian or Depositor
 - 2. Child's Birth Certificate
 - iv. Estate Account
 - 1. One (1) valid ID of Administrator or Executor
 - 2. Death Certificate of Deceased Person
 - 3. Court Order or Testamentary Will authenticated by its Legal Department
 - v. Alien or Non-Filipino Citizen (including those migrated to another country)
 - 1. Alien Certificate of Registration
- b. Commercial Accounts
 - i. Sole Proprietorship
 - 1. Business or Mayor's Permit
 - 2. Department of Trade and Industry (DTI) Certificate of Business Trade Name
 - ii. Partnership
 - 1. Security and Exchange Commission (SEC) Registration Papers
 - a. Certificate of Registration
 - b. Certified True Copy of Articles of Co-Partnership and Amendments, if any
 - c. Partnership Agreement
 - 2. Notarized Board Resolution naming the officers authorized to sign and designating BOF as Depository Bank
 - iii. Domestic Corporation
 - 1. Security and Exchange Commission (SEC) Registration Papers
 - a. Certificate of Registration
 - b. Certified True Copy of Articles of Incorporation
 - c. Corporate Bylaws with SEC Certificate of Filing
 - 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 documents, their limits and combinations
 - 3. General Information Sheet (GIS)
 - iv. Foreign Corporation
 - 1. Certified True Copy of Articles of Incorporation and Bylaws Amendment (with English translation if applicable) duly authenticated by the Philippine Consul in the place where the corporation was established
 - 2. License to do business in the Philippines or Amended License or Certificate of Exemption from Licensing Requirement issued by the Security and Exchange Commission (SEC)

3. Board Resolution certified by its Secretary and authenticated by the 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 documents, their limits and combinations
 4. General Information Sheet (GIS)
- v. Cooperative
1. Cooperative Development Authority (CDA) Registration Papers
 - a. Certificate of Registration
 - b. Articles of Cooperation and Amendments, if any
 - c. Bylaws of Cooperative
 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 documents, their limits and combinations
- vi. Association, Club, Foundation, or Unincorporated Organization
1. Articles of Incorporation and Bylaws of Association or Unincorporated Organization
 2. Certificate of Registration with the Security and Exchange Commission (SEC) and/or Certificate of Registration with concerned affiliation
 3. Board Resolution or Notarized Minutes of the Meeting or of General Membership and/or Governing Body 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 documents, their limits and combinations
- vii. Unregistered Club, Association, or Organization
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 documents, their limits and combinations
 2. Certificate from the concerned institution which recognizes the existence of the unregistered club, association, or organization
- viii. Treasurer-In-Trust-For (TITF)
1. Application for Incorporation with the Security and Exchange Commission (SEC)
 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 documents, their limits and combinations
- ix. Fiduciary Account
1. Trust Agreement indicating the Trustee appointment or any Court Order designating the Guardian, Trustee, or Administrator

B. Other Requirements (if applicable)

- a. Authority for Automatic Transfer of Funds (included also under Account Opening Forms)
- b. Power of Attorney
- c. Authorization Letter
- d. Other documents required by the Bank