

Equicom Savings Bank

Account Opening Requirements

(As of December 31, 2019)

I. Individual

- a) Proof of Billing
- b) Picture
- c) Valid Identification Cards
 - i. At least two (2) valid IDs OR
 - ii. One (1) Primary ID and two (2) Secondary IDs

II. Juridical Entities

a) Corporation

1. SEC Registration
2. By-Laws
3. Articles of Incorporation
4. Notarized Board Resolution or Secretary Certificate
5. General Information Sheet
6. List of Principal Stockholders owning at least 20% capital stock
7. Certificate of Registration with DTI (if the Corporation uses a name other than the registered name with SEC)
8. Two (2) Primary IDs or one (1) Primary and two (2) Secondary IDs
9. Picture of the Signatories

b) Partnership Account

1. SEC Registration
2. Articles of Partnership
3. Notarized Partnership Resolution
4. Certificate of Registration of Business Name with DTI (if Partnership uses a name other than the registered name with SEC)
5. Two (2) Primary IDs or one (1) Primary and two (2) Secondary IDs
6. Picture of the Signatories

c) Cooperative

1. Articles of Cooperation and By-Laws with Certificate of Registration with the Cooperative Development Authority
2. Minutes of the meeting of the Board of Directors or Board Resolution
3. List of Officers signed by the majority of directors
4. Two (2) Primary IDs or one (1) Primary and two (2) Secondary IDs
5. Picture of the Signatories

d) Unions and Registered Associations

1. Certificate of Registration with DOLE
2. Articles and By-Laws
3. Minutes of the meeting (authorizing the opening of the account with EQB)
4. Two (2) Primary IDs or one (1) Primary and two (2) Secondary IDs
5. Picture of the Signatories

e) Single Proprietorship

1. Certificate of Registration of Business Name with DTI or Affirmative Business Name Certification
2. Business Permit or Mayor's Permit
3. Special Power of Attorney (SPA)
 - i. Applicable only if the person opening the account is other than the registered owner of the business
 - ii. If the owner will designate a second signatory on the account.
4. Two (2) Primary IDs or one (1) Primary and two (2) Secondary IDs
5. Picture of the Signatories

- f) **Treasurer-In-Trust Account (TITF)**
1. Proposed Articles of Incorporation (bearing the acknowledgement receipt of SEC)
 2. By Laws (bearing the acknowledgement receipt stamp of SEC)
 3. Treasurer’s Affidavit specifying the name of the person who is authorized to open the Savings Account
 4. Two (2) Primary IDs or one (1) Primary and two (2) Secondary IDs
 5. Picture of the Signatories
- g) **Government-Owned and Controlled Corporation**
1. Government deposit may be accepted only with prior approval from Bangko Sentral ng Pilipinas
 2. Branch must seek approval from the Division Head and documents submitted must be reviewed by Legal Division prior to opening
 3. Copy of the charter/law creating the government corporation
 4. Copy of the Executive Order creating the government office
 6. Two (2) Primary IDs or one (1) Primary and two (2) Secondary IDs
 7. Picture of the Signatories
- h) **Estate of Deceased Person**
1. Court order appointing the person who will open the account as administrator or executor of the estate of a deceased person
 2. Letters of Administration or Letters Testamentary
 3. Oath of Office of the Administrator or Executor
 4. Bond posted by the Administrator or Executor when the same is required in the Court Order
- i) **Fx Dealers, Money Changers and Remittance Agents**
 Clients who are engaged in business as FX dealers, Money changers and Remittance Agent must submit a copy of their Certificate of Registration issued by Bangko Sentral ng Pilipinas as additional documentary requirement.

Note: Equicom Savings Bank Branch may require additional documents during account opening.

List of Acceptable Identification (ID) Requirements

Primary	Secondary
1. Driver’s License	1. Marriage Certificate – NSO copy
2. Passport	2. Birth Certificate – NSO Copy
3. Government Service Insurance System (GSIS) or Social Security System (SSS)	3. Barangay Clearance
4. Tax Identification Number (TIN)	4. Voter’s ID
5. Professional Regulation Commission (PRC) ID	5. Senior’s Citizen’s ID
6. Employment ID	6. National Bureau of Investigation (NBI) Clearance
7. Alien Certificate of Registration (ACR)	7. Postal ID
8. National Bureau of Investigation (NBI) Card	8. Police Clearance (not more than one year from the date of issuance)
9. Student’s ID	9. Department of Social Welfare & Development (DSWD) Certification
10. Seaman’s Book	10. Certification from the NCWDP (National Council for the Welfare of Disabled Persons)
11. Integrated Bar of the Philippines (IBP) ID	11. Philhealth Insurance Card ng Bayan
12. Government Office and Government-Owned and / or Controlled Corporations (GOCC) ID	
13. Overseas Workers Welfare Administration (OWWA) ID	
14. OFW ID	