

DOCUMENTARY REQUIREMENTS FOR FOREIGN CORPORATE ACCOUNT

RESIDENT

- a. **Foreign Corporation** legally established/organized or existing in another country with a licensed-to-operate issued by the Philippine SEC.
- b. **Branch or Representative Office** of a Foreign Corporation whose principal office is outside the Philippines and with the intention to do business herein and have secured a license-to-operate from the Philippine SEC

Foreign Corporation

- i. **Certificate of Incorporation / Registration** issued by the appropriate regulatory agency or SEC equivalent in the country of incorporation, duly notarized and authenticated before the Philippine Consulate/Embassy thereat.
- ii. **License to Operate** or do Business in the Philippines issued by Philippine SEC.
- iii. **Board Resolution / Secretary's Certificate** or its equivalent – duly certified / notarized copy indicating the intention of the corporation/company to open, maintain or manage account/s and designating BDO as the depository bank, transact with BDO and the appointment of its authorized signatories / representatives. Moreover, the Board Resolution / Secretary's Certificate stating the authority of the Corporate Secretary must be attested or noted by the Chairman, President or Treasurer of the Corporation. In case the Corporate Secretary is designated as one of the signatories, such designation must be in conformity with the By-laws.
- iv. **Articles of Incorporation and By-Laws** and amendment (if any) or its equivalent – SEC
- v. **Certificate of Filing Officers** or List of Elected Officers for the current year (if not included in any of the corporate documents such as but not limited to Articles of Incorporation, Board Resolution / Secretary's Certificate, etc.).
- vi. **List of principal stockholders** owning at least 2% of the Capital Stock (if not included in any of the corporate documents such as but not limited to Articles of Incorporation, Board Resolution / Secretary's Certificate, etc.).
- vii. **Two (2) unexpired valid IDs of the owner/s and authorized signatories** (e.g. passport, state/national id or other ids issued by the official authority of the client's country of origin, driver's license; ACR I-Card, ICR4)
- viii. **Secondary licenses** issued by Philippine SEC, if any.

Branches or Representative Office of the foreign corporation/company

- i. **Certification issued by the “Companies Register”** to show proof that the corporation or business entity is legitimate and duly registered with the appropriate office, magistrate or agency in the country of incorporation. This document must be duly notarized and authenticated before the Philippine Consulate/Embassy thereat.
- ii. **Board Resolution / Secretary's Certificate** or its equivalent – duly certified / notarized copy and authenticated / consularized before the Philippine Consulate/Embassy. The document shall specifically contain the intention of the foreign corporation/company's branch or representative office to open account/s and designate BDO as the depository bank, to manage the deposit account and the appointment of its authorized signatories/representatives.
- iii. **Articles/Certificate of Incorporation and By-Laws** and Amendment or its equivalent – duly certified / notarized copy and authenticated / consularized before the Philippine Consulate/Embassy.
(In case the above consularized documents (i) to (iii) are not available or cannot be submitted, the SEC Certified True Copy of the documents submitted to SEC shall be acceptable.)
- iv. **License to operate or do Business in the Philippines** issued by Philippine SEC.
- v. **Two (2) unexpired valid personal IDs of the owner and authorized signatories** (e.g. passport, state/national id or other ids issued by the official authority of the client's country of origin (eg. driver's license, national ID)

NON-RESIDENT

Corporation legally established/organized or existing in another country without a license to operate herein issued by the Philippine SEC.

Foreign Corporation

- i. **Certification** addressed to the branch head specifying that the corporation will not operate business in the Philippines and executed by the authorized signatory/representative. If executed outside the Philippines, certification shall be notarized and authenticated before the Philippine Consulate/Embassy thereat.
- ii. **Certification issued by the “Companies Register”** to show proof that the corporation or business entity is legitimate and duly registered with the appropriate office, magistrate or agency in the country of incorporation. This document must be duly notarized and authenticated before the Philippine Consulate/Embassy thereat.
- iii. **Board Resolution / Secretary's Certificate** or its equivalent – duly certified / notarized copy and authenticated / consularized before the Philippine Consulate/Embassy. The document shall specifically contain the intention of the corporation/company to open account/s and designate BDO as the depository bank, manage the deposit account and the appointment of its authorized signatories/representatives.
- iv. **Articles/Certificate of Incorporation and By-Laws** and Amendment or its equivalent – duly certified / notarized copy and authenticated / consularized before the Philippine Consulate/Embassy.
- v. **Two (2) unexpired valid personal IDs of the owner and authorized signatories** (e.g. passport, state/national id or other ids issued by the official authority of the client's country of origin (eg. driver's license, national ID))

FOREIGN GOVERNMENT AGENCIES

Foreign Embassy/ies or Consular Offices

- i. **Appointment papers of the foreign diplomat/ambassador to the Philippines**, acknowledged before a duly accredited notary public of the country where it is executed and the signature of the notary public is duly authenticated by the Philippine Consul assigned to said country.
- ii. **Certification from the Foreign Affairs Department of the foreign country** that per existing law/charter (the charter should be specified), the duly appointed diplomat/ambassador in the Philippines is authorized to manage the funds of the Embassy in the Philippines. The certification should be acknowledged before a duly accredited notary public of the country where it is executed and the signature of said notary public is authenticated by the Philippine Consul assigned to the said country.
- iii. **Authorization from the Foreign Affairs Department of the foreign country**, on the account opening of the foreign Embassy with BDO Unibank, Inc. and designating the authorized signatories to the account. The authorization should be acknowledged before a duly accredited notary public of the country where it is executed and the signature of the notary public must be authenticated by the Philippine Consul assigned to said country.
- iv. **Valid photo-bearing identification cards** / documents of the ambassador and authorized signatories:
 - Diplomatic Passport
 - Diplomatic Card issued by Department of Foreign Affairs of the Philippines

In case above items i to iii cannot be submitted, the following shall be required from the foreign embassy:

Instruction Letter / Embassy Certificate with seal of the embassy duly signed by the ambassador allowing the opening of a deposit account and designating therein the signatories to the account. Said document must be duly notarized by an accredited notary public of the country where it is executed and signature of the notary public is authenticated by the Philippine Consul of the said country.