# ATM CARD REQUEST/UPDATE FORM (ACRUF)

**Branch of Account:** Accommodating Branch

**Name of Cardholder (Last Name, First Name, Middle Initial):**

<table>
<thead>
<tr>
<th>Type of Card:</th>
<th>Account Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ LANDBANK Proprietary Card</td>
<td>□ ATM (Regular)</td>
</tr>
<tr>
<td>□ LANDBANK Visa Debit Card</td>
<td>□ Cash Card</td>
</tr>
<tr>
<td>□ Others</td>
<td>□ eCard/RFID</td>
</tr>
</tbody>
</table>

**REQUEST FOR**

- [ ] Card Replacement
- [ ] PIN Change
- [ ] Card Locking
- [ ] Card Unlocking
- [ ] Others (pls. specify)

**REASON/S (please specify):**

- [ ] Card was damaged
- [ ] Card was reported as lost/stolen
- [ ] Card was reported as possibly compromised
- [ ] Exempted from submission of Affidavit of Loss (per MOA with DepEd)
- [ ] Change Name from:
- [ ] to:

**PIN Options:**

- [ ] PIN Mailing Issuance
- [ ] PIN Nomination in any LANDBANK ATM Terminal
- [ ] Card Tagging as "Lost/Stolen"
- [ ] Card Tagging as "Hot Card"
- [ ] PIN Retries Count Reset
- [ ] eBanking PIN Reset

**FOR BANK’S USE ONLY**

- [ ] Cash
- [ ] Via Debit from Account No.

**Signature of Cardholder/Date:**

**Joint Account Indicator:**

- [ ] Sequence Number:
- [ ] Other Remarks:

**Processed by:**

- [ ] Checked by:
- [ ] Approved by:

**Customer Associate/Date/Time**

**BDO/BDO/Date**

**Branch Head/Date**

**Control Number:**

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# ATM CARD/PIN MAILER CLAIM STUB

**Name (Last Name, First Name, Middle Initial):**

**Account Number:**

**Card Number (please indicate first 6 and last 4 digits only):**

**Approved for Release by:**

**ATM Card Released by:**

**PIN Mailed Released by:**

**Received by:**

**Branch Head/Date/Time**

**ATM Card Custodian/Date/Time**

**PIN Mailed Custodian/Date/Time**

**Cardholder**

**Notes:**

1. You may claim your ATM Card after five (5) banking days for Metro Manila Branches and ten (10) banking days for Provincial Branches.
2. Card shall be perforated and disposed of as follows (except e-CARD):
   - Cards other than for OPW: if unclaimed after 90 calendar days
   - OPW Cards: if unclaimed after 180 calendar days
3. PIN Mailed, if unclaimed after 30 calendar days from date requested, shall be perforated and disposed of.
4. Please sign your ATM card immediately on the signature panel at the back of the card.
5. In case of PIN nomination, the same should be performed immediately upon receipt of the ATM card.

**Date:**

**Control Number:**

Revised May 2018