**POEA ESCROW ACCOUNT**

**Documentary Requirements**

*Private Institution Customers*

*For Consularization of Foreign Principal*

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| Articles of Incorporation (or any equivalent document)  Certificate of Registration with the appropriate government agency (if applicable)  By-Laws (or any equivalent document) (if applicable)  SEC General Information Sheet (if applicable)  List of Stockholders (If applicable) |

Duly Notarized Board Resolution/Secretary’s Certificate containing the following:

* Authority to open an escrow account with Trust Banking Group
* Designated officers authorized to transact with regards to the account

Photocopy of a government issued identification document of each designated officer

Letter/Clearance from POEA that the company will transfer to another Escrow Agent (for transfers only)

Forms to be provided by LBP-TBG:

Client Information Sheet and Specimen Signature Card (CISSC) for Institutional Customer\*

CISSC of the authorized signatories\*

Specimen Signature Card (SSC) of the authorized signatories

Risk Disclosure Statement (RDS)

Escrow Agreement (to be notarized by client)

\* *Pursuant and in compliance with AMLA Section X806.2.a. and LANDBANK's policy on Know Your Client(KYC), all information in the Client Information and Specimen Signature Card (CISSC) should be completely filled-out*

*The account shall only be opened upon submission of complete documentary requirements.*

**Contact Us**

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