**EMPLOYEE BENEFIT ADMINISTRATION ACCOUNT**

**Documentary Requirements**

*Government Customers*

|  |
| --- |
| [ ]  Charter and/or law creating the government corporation/ office/ agency or Executive Order/ Department Order creating the government entity |

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

* Appointment of LANDBANK – Trust Banking Group as Trustee for the retirement benefit
* Designated officers authorized to transact with regards to the account

[ ]  Photocopy of a government issued identification document of each designated officer

[ ]  Copy of approved retirement plan rules

[ ]  Actuarial valuation study

[ ]  BIR Tax Exemption Certificate (If available)

Forms to be provided by LBP-TBG:

[ ]  Client Information Sheet and Specimen Signature Card (CISSC) for Government Customer\*

[ ]  CISSC of the authorized signatories\*

[ ]  Specimen Signature Card (SSC) of the authorized signatories

[ ]  Client Suitability Assessment (CSA)

[ ]  Reclassification of Risk Profile (If applicable)

[ ]  Risk Disclosure Statement (RDS)

[ ]  Investment Policy Statement (IPS)

[ ]  Trust Agreement

\* *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**

Tel. Nos. : (02) 8405-7119; 8405-7408; 8405-7100; 8405-7761

Fax : (02) 8522-0000 local 8565