**EMPLOYEE BENEFIT ADMINISTRATION ACCOUNT**

**Documentary Requirements**

*Government Customers*

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| --- |
| 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**

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