**PROVIDENT FUND ADMINISTRATION ACCOUNT**

**Documentary Requirements**

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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/Letter of Authority from Head of Corporation/Office/Agency incorporating the following:   * Authority to open a Provident Fund Administration Account (Trust Account) with LANDBANK Trust Banking Group * Designated officers authorized to sign the Trust Agreement, letter instructions, request for withdrawal/termination and other pertinent documents with regards to the account |
| Photocopy of a government issued identification document of each designated officer |
| Copy of approved Provident Plan IRR/Guidelines |
| Hard and Soft Copy of the initial list of members and corresponding principal contribution of the employee and employer |
| BIR Tax Exemption Certificate |

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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