

## **PROVIDENT FUND ADMINISTRATION ACCOUNT Documentary Requirements**

- 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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