

REQUEST FOR BANK CERTIFICATE

Date: _____

This is to request for the following Certificate/s from your Bank:

STANDARD CERTIFICATE

Bank Certificate of Deposit as of: _____

for Account No./s _____

Please indicate outstanding balance: Yes No

Loans / Credit Facility as of: _____

Purpose: _____

Certificate of Inward Remittance/Outward Remittance (Special Certificate fee applies if more than one transaction):

Remitter / Beneficiary: _____

Date Covered: _____

Amount (pls indicate currency): _____

Without Exchange With Exchange: Rate used: _____ Peso Equivalent: _____

Purpose:

Registration with Securities & Exchange Commission (SEC) Application for Tax Credit Certificate

Registration with Bangko Sentral ng Pilipinas (BSP) Others: _____

Fully Utilized Partially Utilized: Amount: _____

SPECIAL CERTIFICATE

Special Instruction/ Others: _____

Digital Certificate/s Please send to the following email address/es below for and on behalf of the Company:

1. _____ 2. _____

Printed Bank Certificate/s (Additional charges will apply)

To be notarized by the bank

We will pick-up the Certificate from your Bank within 5 banking days from the date of issuance.

Authorized Person: _____

Please send via courier to our registered address to the attention of: _____

For the charges, please debit our account no. _____

We understand and agree that all Bank Certification left unclaimed for more than five (5) banking days shall be destroyed without need of prior notice and without need to refund the bank certification fee already paid to the Bank. Bank Certification to be issued subsequent to the destruction of the unclaimed certification shall only be made pursuant to a new Request for Bank Certification.

COMPANY

AUTHORIZED SIGNATORY/IES
(Signature over printed name)

FOR BANK USE ONLY

Below fees applicable starting February 1, 2024

	Digital	Printed
Standard Certificate Fee	PHP 150.00	PHP 250.00
Special Certificate Fee**	PHP 300.00	PHP 400.00
Closed Account	PHP 500.00	PHP 500.00
Notarial Fee		PHP150.00
Courier Fee Luzon		
Visayas		
Mindanao		
TOTAL FEES		

Maker	Checker

**Additional charge of Php50.00 per page (In excess of 2 pages)