# Pwede Ng Bayaran

We now accept payments for SSS **W** 





# Membership Contribution & Loans.

Remittance Fee per transaction for only



# Frequently Asked Questions [FAQs]

#### Q1. Paano idadaan ang bavad sa PNB?

A1. Kailangang mag-register as PNB Remitter.

#### Q2. Paano mag-register na remitter sa PNB?

A2. Puwedeng mag-register nang personal or by postal mail.

Kung personal, pumunta sa opisina ng PNB Nagoya or PNB Tokyo para mag-fill-up ng Remittance Membership Registration Form at mag-submit ng copy ng Alien Card (harap at likod) na nagpapakita ng valid visa at present address sa Japan.

Kung by Postal Mail, i-fill-up ang Remittance Form at kasama ng copy ng Alien Card (front and back) ipadala ito through Post Office sa alin man sa mga sumusunod na dalawang addresses:

#### **PNB NAGOYA**

7F Nishiki 324 Bldg., 3-24-24 Nishiki Naka-ku, Nagoya Shi, Aichi Ken T460-0003 o kaya sa

#### PNB TOKYO

1F Mita43MT Bldg., 3-13-16 Mita, Minato-ku, Tokyo T108-0073

#### Q3. Paano kung dati nang remitter ng PNB?

A3. I-fill-up ang Remittance Membership Form at ipadala by Postal Mail or by fax sa 052-968-1900 (Nagova) or 03-6858-5920 (Tokyo).

### Q4. Ano ang mga dapat isulat sa Remittance Membership Form?

A4. Detalye bilang remitter (Remitter ID Number kung meron na, Name, Address, Contact No., Nationality, Occupation at Birthday) at detalve ng babayarang contribution.

#### Q5. Ano ang mga kailangang detalve sa pagbabayad sa SSS/PAG-IBIG?

A5. Member ID Number, Type of Payment (contribution or loan payment), Date o Period na binabayaran at Amount ng contribution o payment. Huwag kalimutang bilugan ang "SSS" kung ang bayad ay para sa SSS or "PAG-IBIG" kung ang bayad ay para sa PAG-IBIG.

#### Q6. Puwede bang magbayad kahit di ko alam ang aking SSS/PAG-IBIG member number?

A6. Required ang SSS or PAG-IBIG member number para makapagbayad.

### Q7. Kapag nakapag-register na sa PNB, paano ipapadala ang contribution or payment?

A7. Puwede itong maipadala over-the-counter ng Nagoya or Tokyo, or by Ginko Furikomi. Kung by Ginko Furikomi, ipabank-transfer ang contribution o payment sa alin man sa mga sumusunod na Mizuho Accounts ng PNB:

PNB Nagoya - Mizuho Bank, Nagoya Chuo Branch, Ordinary A/C No. 8062876 PNB Tokyo - Mizuho Bank, Kamiyacho Branch, Ordinary A/C No. 2467369

Pagkatapos ma-i-transfer ang pera, tumawag sa PNB Nagoya (0120-143-633 or 052-968-1800) or PNB Tokyo (0120-866-382 or 03-6858-5910), depende sa account na ginamit, para ibigay ang instruction tungkol sa padala.

### Q8. Paano malalaman kung magkano ang Yen amount na ipapadala para tumugma sa amount ng contribution na binabayaran?

A8. Kapag ang bayad ay gagawin sa counter, puwedeng ipa-check sa teller. Kapag ang bayad ay idadaan sa ginko furikomi, tumawag muna para ipakuwenta ang amount ng babayaran, base sa exchange rate sa araw ng pagbayad.

#### Q9. Magkano ang charge na babayaran sa PNB?

A9. Y250 lamang ang sisingilin ng PNB sa bawat contribution na babayaran, kahit magkano ang halaga.

#### Q10. Paano malalaman kung naipadala na ang contribution or payment?

A10. May matatanggap na resibo mula sa PNB na nagpapatunay sa transaction.

#### Q11. Kailan mare-record sa SSS/PAG-IBIG ang contribution na binayaran sa PNB?

A11. May system ang PNB at SSS/PAG-IBIG kung saan sa kasunod na business day, ipapasa ng PNB ang detalve ng mga payments sa SSS at sa araw din na iyon ay ipapasok ng SSS sa bawat recording mga nagbayad ang kanilang contribution/payment.

#### Q12. Paano malalaman na naka-update na ang bayad sa SSS record ng member?

A12. Puwede itong ma-check sa website ng SSS kapag ang member ay nagkapag-register na as online member.

#### Q13. Paano mag-register as online member?

A13. Pumasok sa website ng SSS (www.sss.gov.ph) at sundin ang step-by-step guide sa pagregister.



# REMITTANCE MEMBERSHIP REGISTRATION and/or APPLICATION FOR REMITTANCE WITH DECLARATION

外国送金事前登録 / 送金依賴書兼告知書

I hereby authorize Philippine National Bank Tokyo Branch/Nagoya Sub-Branch ("PNB Japan") to register my personal information and, upon actual receipt of funds, to implement my remittances to the specific beneficiary registered. I hereby declare the required items pursuant to Article 3 of the "Law on Reporting Requirements on Cross Border Payments and Receipts for the Tax Law compliance" as follows.

私はフィリピン・ナショナル・バンク東京支店/名古屋出張所(以下"PNB Japan")に私の個人情報を登録し、資金受領の度に海外送金を実行することを依頼します。内国税の適正な課税の確保を図るための国外送金等に係る調書の提出等に関する法律第3条の規定により下記の通り告知します。

First time Remitter 新規	Additional Beneficiary 受取人の追加			RE	REMITTER MEMBER NUMBER (for existing remitter)			
Existing Remitter 既存送金人	Amen	dments	訂正		(IOI EXISTIII	g remitter)		
(For First time Remitter, please register by mail.)								
注意事項:ご送金人名も含め、全てローマ字または数字で記入してください。								
Remitter's Information · 送金人情報 Nagpapadala  Name of Remitter Family Name · 姓 First Name · 名 Middle Name (Fill-up in full)								
Name of Remitter 送金人名	The raine of				( )			
Address in Japan 郵便番号・現住所								
Mobile / Telephone No.・携帯又は電話番号 E-MAIL Address e メールアドレス								
Type of Identification 身分証明書Please submit copy of one of IDs below. 下記の身分語FOR FOREIGNERS: Valid Alien Registration Card (both sides)・外国人 Valid Residence Card (both sides)・在留カード Valid Japanese Driver's License (both sides)・日日 Valid Health Insurance (name/address/birthday pa	可面)		Occupation 職業 Date of Birth 誕生日	any employee 員 c employee 員 ewife r ( ) DD(日) YY(年)				
Passport・パスポート   誕生日   Dassport・パスポート   With Plants   Plants								
Name of Beneficiary (Account Name) 受取人名(口座名義人)		•	AG - IBI	•		VICCV-6		
Membership ID No.		•						
Applicable Period of Payment From :		To :						
Payment thi	Payment thru OBPS			Currency of account				
Purpose of Remittance 送金目的	_	(A) <b>FUNDS</b> for	Remittance	¥	•	For Bank Use o		
Real Estate Loan Payment Short Term Lo	an Payment	送金金額		Ŧ		10,000		
Contribution ( Monthly Amount	(B) Remittance 取扱手数料		¥ 5,000 2,000					
Relationship to the Beneficiary		(C=A+B) <b>TO</b>		¥		1,000		
受取人との間柄 BILLER		必要円貨総額		т		500		
						100		
I certify the information written above is true and hereby confirm that the General Provisions and Privacy Policy and Customer Data						50		
Protection stated on the back page hereof will govern all remittances I undertake through PNB Japan. I hereby also declare that I am not a member of anti-social forces and my remittance request is not related to the regulations under Foreign Exchange and						10		
Foreign Trade Law in connection with North Korea and 上記記載事項が真正であることを申し立てるとともにまた、反社会的勢力でないことを表明すると共に、「す。	l Iran. 、裏面記載の取	引規約及び個人作	青報に関する規定	でを確認し同意いた	します。	ことも表明いたしま		
Date 日付 Remitter's Signature ご署名または記名押印								
는데 H M CIMPATTI								
	DANK H	SE ONLY 銀行使	田畑					
ID & Number ID ISsuing date	YY	ID Expiry MM		Y Visa Expiry	MM DD	YY		

IDs

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Registration

Approved by:

Received by / Date 1st

checker

 $2^{\text{nd}}$ 

checker of ID Fulfillment of

Confirmation obligation by

Over 1.0 million

Approved by

## GENERAL PROVISIONS APPLIED TO REMITTANCE TRANSACTIONS

- 1. Philippine National Bank Tokyo Branch / Nagoya Sub-Branch ("PNB Japan") shall not be responsible for errors or delays in the domestic fund transfer or for inaccuracies in the instructions provided, or for any other consequences arising from causes beyond its control. Nor is PNB Japan responsible for any consequential damages caused by errors or delays in transmission or non-transmission.
- Implementation of remittance shall be done in US dollars or Philippine Peso depending on whether the beneficiary account is in US dollar or Philippine Peso. For 'advise and pay' (over-the-counter payment) to the Head Office or branches of Philippine National Bank ("PNB") and door-to-door delivery in the Philippines, remittance will be in Philippine Peso only.

  The remittance proceeds shall be converted into Philippine Peso or US dollars by using TTS rate quoted by PNB Japan on the date when remittance requested by the client is implemented.

  Note: Amounts printed in your receipts for remittances to PNB on-line (rapid remit) accounts are <u>already net of charges</u>. Amounts printed for non-PNB Peso accounts represent the amount
- to be forwarded to the other bank. The other bank may apply its own charges.

  Cancellation or dismissal of the client's remittance request: Even if PNB Japan was requested to make a remittance by the client, PNB Japan shall have its discretion not to do so under the following cases:
  - The purpose of the client's remittance is against the Japanese Foreign Exchange Regulations.
  - b. War, civil commotion or some similar occasions will possibly prevent PNB Japan's remittance to the beneficiaries or block PNB Japan's funds in the Philippines or in

- c. This remittance will possibly be subject to money laundering, which is mainly related to the drug, crimes, terrorism, etc.

  In these cases, PNB Japan shall not be liable for any loss on the client's side from PNB Japan's non-remittance.

  PNB Japan shall at any time have its own option or discretion for with which way PNB Japan shall use either by our on-line or through our correspondent banks, etc.
- - In the necessity of any contact with the client, address or telephone number in the client's application is regarded as contact information.
- b. PNB Japan shall not be liable for any loss deriving from miscommunication due to the reasons that the client written address is incorrect or the client's telephone number is incorrect. Please keep updated transaction identification items and notify PNB Japan of any changes.

  6. The Remitter Member Number should not be used by other person than the legitimate holder. If abuse was revealed, PNB Japan reserves the right to suspend immediately all the
- transactions with such a Number
- 7. When receiving a request for remittance, PNB Japan is required to ascertain certain matters under laws and regulations governing foreign exchange. The client is, therefore, required to satisfy the following requirements:
- (i) State the purpose for remittance and any other required information in the Application for Remittance; (ii) State the designated items in the Application for Remittance (serve as Declaration Form) and submit it, except for cases such as when the funds of remittance are to be debited from the client's account; (iii) Present the official documents to identify the client such as original/copy of the client's account; and (iv) For any transactions requiring Government permission or such, present or submit documents proving the said permission or such.

  8. In order to effect overseas remittance requests, part of the client's personal information, such as the client's name, address and account number (if applicable), shall be disclosed to the
- concerned paying/crediting bank as originator's accurate and meaningful information.

  In order to maintain compliance with Anti-money laundering controls and laws PNB Japan may, at its sole discretion, request additional information pertaining to the source of funds, prior to the funds being sent. Failure to comply with this request may result in the client registration being either deactivated or cancelled and funds being returned to the client 10. Any loss: PNB Japan shall not be liable for any loss deriving from these events:
  - a. National calamity, war, any incident in transit, civil commotion, restriction by laws, emergency restriction by Government or by public body (Central Bank, etc.)
     b. Failure of PNB Japan's computer system under (within) the level that PNB Japan pays regular attention for its service, failure of telecommunication, failure of
  - computer system, or garble or mistake or omission of the words due to telecommunication.
  - c. As the result of following the procedure prevailing in the pertinent country or the special instruction by the specific paying bank.
    d. Mistake in remittance details, e.g. beneficiary, account number, etc. by the client.

  - Messages to be sent to the beneficiary, account fullifies.
     Messages to be sent to the beneficiary.
     Legal dispute among remitter, beneficiary or the third party.
     Any other loss other than PNB Japan's own clear mistake.
- 11. Amendment or cancellation
  - deliation :
    a. If PNB Japan can determine that it can still be done, amendment or cancellation of an implemented remittance can be facilitated upon the client's request. Amendment or cancellation cannot be done once the funds are already withdrawn by the beneficiary.
    b. This should be presented in the client's written request duly signed by the client.
    c. PNB Japan shall require the client to present a valid ID to properly establish the client's identification.
    d. On a case-to-case basis (subject to the amount, etc.), PNB Japan shall require the client to submit a guarantor to confirm the client's action.
    e. PNB Japan shall not be liable for any loss if it cannot amend or cancel due to non-acceptance of the paying bank, restriction of the law, emergency restriction by the covernment or by unblic body (Central Bark, etc.)

  - government or by public body (Central Bank, etc.)

    f. The client is requested to pay a follow-up fee of JPY2,500 per item. Follow-up fee may be subject to change.

    g. For amendment of remittance, original rate used will prevail. As for cancellation, yen equivalent using the PNB Japan's buying rate of the day when the exact fund is
- received from concerned paying/crediting banks, less their charges will be the refund amount.

  12. Non-arrival of the client's remittance: If the client finds that its remittance did not reach the beneficiary, please let PNB Japan know at the soonest so that PNB Japan shall trace immediately
- and inform the client of the result in due course.

  13. Matters not stipulated herein shall be governed by laws, regulations, customs and practices of Japan and other relevant countries and the procedures prescribed by the banks concerned.
- 14. Designated Dispute Resolution Institution contracted with PNB Japan is Japanese Bankers Association. Contact point:: Japanese Bankers Association Customer Relations Center Phone number: 0570-017109 or 03-5252-3772

# PRIVACY POLICY AND CUSTOMER DATA PROTECTION

To be a bank that enjoys the confidence of its customers and is the customers' bank of choice, PNB Japan observes the relevant laws and ordinances as well as the other standards relating to customer's personal information, conforms with the various regulations, etc. of PNB Japan that relate to personal data protection, and makes every effort to conduct appropriate management and maintain accuracy and confidentiality in line with the following:

### PURPOSES OF USE OF INFORMATION

PNB Japan acquires the personal information of customers so that our transactions with customers progress securely and soundly and so that customers can be provided with better financial products and services. In concrete terms, the information is used for such purposes as checking the identity of a person, checking conditions for doing business, and introducing new products and services to the customer.

#### 2. TYPES OF INFORMATION TO BE ACQUIRED

The most general types of information to be acquired are the address, name, date of birth, sex, and the telephone number of the customer. In addition to these types is the information requested from the customer when transactions are commenced.

#### PROVISION OF INFORMATION

PNB Japan shall not externally provide customer information except in the following cases:

- Where the customer has consented.
- Where the situation comes under the exception cases which are stipulated by a law or ordinance.

#### INFORMATION MANAGEMENT METHOD

Appropriate measures are constantly taken so that customer information can be kept accurate and up-to-date. In addition, to prevent the loss, destruction, falsification, and leaking, etc. of the personal data of customers, PNB Japan takes appropriate information security measures such in addition; PNB Japan ensures that any company handling the personal data of customers, etc. on consignment from PNB Japan also enforces rigorous management.

# CUSTOMERS' APPLICATIONS FOR DISCLOSURE, CORRECTION OR DISCONTINUATION

Unless there is a particular reason, PNB Japan approves customer requests for disclosure of their own information after PNB Japan checks that the applicant is the person concerned. In addition, if the information about the customer is inaccurate, PNB Japan modifies it so that it is accurate. Application should be made at the inquiry desk detailed below. Please note that actual costs may be billed for disclosure. PNB Japan shall advise the customer of the amount of the actual costs in advance if the actual costs are billed.

Discontinuation of Promotional Materials

To continuously update clients of new products and services, PNB Japan shall insert flyers, advertising materials and the likes in the mails it sends out. If the client wishes to discontinue, please contact and advise PNB Japan.

# **CUSTOMER INQUIRIES AND COMPLAINTS**

The customer may contact the person-in-charge as provided on the list below for inquiries, complaints, and requests for disclosure, correction of data and discontinuation of the use of personal information to the address mentioned below.

Tel. 03-6858-5910 Business Hours: 9:00 to 15:00 (Excluding weekends, Japanese Public Holidays and the year-end/New Year business holidays.)

Philippine National Bank, Nagoya Sub-Branch - Personal Data Protection Manager

Personal Data Protection Manager

Personal Data Protection Manager

The above information may be modified as a result of amendments to the law and other reasons. In that case, a notice will be posted at the PNB Japan's premises.

1 October 2013



### Philippine National Bank Tokyo Branch

フィリピン・ナショナル・バンク東京支店

〒108-0073 東京都港区三田 3-13-16 三田 43MT ビル1 階

1/F MITA43MT Building, 3-13-16 Mita, Minato-ku, Tokyo Japan 〒108-0073

Tel: (03) 6858-5910 Fax: (03) 6858-5920 Mobile phones (Softbank): 080-3724-4544 / 090-4066-0980 Rates Info: (03) 6858-5940/6858-5950 rate@pnbtokyo.co.jp Url: www.pnb.com.ph/japan E-mail: customercare@pnbtokyo.co.jp Philippine National Bank Nagoya Sub-Branch

フィリピン・ナショナル・バンク名古屋出張所 〒460-0003 愛知県名古屋市中区錦3-24-24 錦324ビル7階

7F Nishiki 324 Building, 3-24-24 Nishiki, Naka-ku, Nagoya-shi, Aichi-ken Tel: (052) 968-1800 Fax: (052) 968-1900 Rates Info: (052) 968-1101 E-mail: pnbnagoya@pnbtokyo.co.jp