



PNB Los Angeles Branch
316 W 2nd St. Suite 700
Los Angeles, CA 90012
losangeles@pnb.com.ph
213-401-1800

Dear **Sir/Madam**:

Enclosed are remittance application, signature card, client information form, account information form, depositor's special instruction form, supplementary terms and conditions governing the opening and maintenance of deposit account, etc. which you need to accomplish and submit in line with your application to open a peso/dollar account with one of our branches in the Philippines. To comply with the Foreign Account Tax Compliance Act, we also enclosed the Addendum to Client Information Form and W-9 Form for you to fill out.

At your convenient time, please proceed to the nearest PNB Remittance Center (PNB RCI) branch in your area and request the PNB RCI Manager to authenticate your signature on the account opening forms. Please submit/mail the accomplished forms back to us at the following address:

Philippine National Bank
316 W. 2nd Street, Ste # 700
Los Angeles, CA 90012

Kindly also submit the following:

1. **Copies of any Two (2) valid IDs** : US/PHP Passport, driver's license, State/Military ID, IRS/SSS ID. Please note that one of the ID to be presented should bear the picture address and signature of the applicant. Please provide us a proof of address if the address indicated on the ID is different from the address on the application form.
2. **Two (2) 1x1 or 2x2 Colored Photo (passport size is acceptable)** front view taken within the last three months (black and white and over-sized photos will not be accepted).
3. **Cashier's check or Bank Money Order payable to Philippine National Bank** representing amount of initial deposit to the account plus processing fee of \$100.00.

Please refer to Annex A for the required initial deposits and processing fee (in dollars) for each type of account. For the terms and conditions governing the opening and maintenance of accounts including dormancy fee and penalty charges for maintaining account balance lower than the required minimum balance, please refer to the Supplementary Terms and Conditions Governing the Opening and Maintenance of Deposit Accounts. By submitting an application generated/printed from our website, you agree to the terms and conditions embodied therein.



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In line with "Know you Customer Policy" of the Bank, you should fill out all the required information on the deposit application form. This will include business address, SSN, occupation, employer's name and address, if applicable. If unemployed/retired/housewife, please indicate that information in the "occupation" box. On the source of funds, you may indicate 1) Salary, 2) Business income, 3) Proceeds of sale real state, 4) Savings, etc. Please do not leave this blank. Deposit application with incomplete information shall be returned which may cause delay in the processing of your transaction.

Other important information:

1. Personal checks are subject to two to three working days clearing. Applications paid by cashier's checks are processed immediately.
2. Once account is established, any request for bank statements must be coursed directly to the PNB branch maintaining the account. For depositor residing overseas, you will not receive monthly statement of your account through mail. You must send an authenticated Statement of Account request form each time you want a statement sent to you. If the request is coursed thru PNB LA, we will charge \$40.00 as processing fee.
3. There is a remittance fee each time you remit funds for credit to your account in the Philippines coursed thru us or thru the PNB RCI offices.
4. Withdrawal from the account can be made thru PNB LA but subject to additional fees to be collected by PNB LA and the branch maintaining the account. If request is made thru us, we charge a \$75.00 processing fee for regular accounts and \$20.00 for Philippine SSS pension accounts.
5. All charges and deposit requirements are subject to change without notice.
6. **Accounts established in the Philippines shall be governed by Philippine Laws and Regulations.**

Once we receive and determined that the documents are complete, we shall send same to the Philippines for processing and approval. Please know that the processing time for Account Opening may take on an average 1-2 weeks or may take longer than 2 weeks. Once an account number is assigned to you, we will send/deliver to your mailing address by standard regular mail unless prior arrangement is made with you to pick-up your Deposit instruments (ATM Card/Passbook/Checkbook etc.) from our Branch or in the Philippines, whichever is applicable. You may call or email us after the lapse of these timelines for follow-up. **Please note that we reserve the right to reject application that does not strictly comply with our requirements.**

In case the ATM card/passbook/checkbook etc. got lost in the mail even if the mailing address used is correct, you need to submit a notarized affidavit confirming that you did not receive the items thru mail. Additional fee for the replacement of the lost Deposit instruments is \$40.00

For your guidance, we are also enclosing PNB Los Angeles Branch' Privacy Policy Notice.

If you have any questions, please feel free to contact us at telephone number 213-401-1800 or email us at losangeles@pnb.com.ph

Thank you.

Very truly yours,

PNB LOS ANGELES BRANCH



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Annex A

SCHEDULE OF INITIAL DEPOSITS FOR ACCOUNTS OPENED IN THE PHILIPPINES THRU PNB LOS ANGELES

PRODUCT	Account Access	Required US Initial Deposit 1/
PNB PASSBOOK SAVINGS ACCOUNT	Passbook	\$240.00
PNB SUPER TELLER ATM	ATM	\$ 140.00
PNB SSS Pensioners 3/	Passbook/ATM	\$5.00
PNB Prime SA	Passbook	\$1,250.00
PNB BUDGET CHECKING	Checkbook	\$140.00 /2 (includes \$10 for cost of 1 checkbook)
PNB REGULAR CHECKING	Individual	\$250.00 /2 (includes \$10 for cost of 1 checkbook)
PNB PRIORITY ONE CHECKING	ATM & Checkbook	\$650.00
PNB COMBO CHECKING ACCOUNT	Individual SAVINGS ACCOUNT	\$650.00
	CHECKING ACCOUNT	None
PNB DOLLAR SAVINGS ACCOUNT	Passbook	\$500.00
PNB OFW DOLLAR SAVINGS ACCOUNT	Passbook	\$0
PNB DIRECT DEPOSIT DOLLAR SAVINGS ACCOUNT	Passbook	\$200.00

1/ Subject to change without prior notice

2/ If checking account, cost of blank checkbooklet not included, unless indicated

3/ To qualify under the PNB Direct Deposit Program and PNB SSS Program, please provide us copy of a letter from concerned agency that you are regularly receiving pension or a letter authorizing you to open an account with PNB.



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