

## UPDATING OF CUSTOMER INFORMATION AND DOCUMENTS

In compliance to regulatory requirements, Philippine National Bank encourages its customers to regularly update their information and submit all necessary documents at any PNB branch.

Please click here for the [List of PNB branches](#).

### Steps in updating Customer Information:

- 1) Download the [Customer Update Form](#) or [Business Update Form](#).
- 2) Accomplish the form and submit with the required documents at any PNB branch.  
*\*The form must be signed only in the presence of a PNB branch personnel.*
- 3) Proceed to any PNB branch for the updating of Citizenship or Civil Status.

PERMANENT DETAILS (Details listed here does not require updating)	
INDIVIDUAL	JURIDICAL PERSONS
<ol style="list-style-type: none"> <li>1. Name</li> <li>2. Philsys number (when available)</li> <li>3. Place and Date of Birth</li> <li>4. Nationality</li> <li>5. Sex<sup>1</sup></li> </ol>	<ol style="list-style-type: none"> <li>1. Name of Juridical Person</li> <li>2. Registration number</li> </ol>
FOR UPDATING	
INDIVIDUAL	JURIDICAL PERSONS
<p><b>Details:</b></p> <ol style="list-style-type: none"> <li>1. Address</li> <li>2. Contact number or information</li> <li>3. Citizenship</li> <li>4. Source of Fund / Source of Wealth</li> <li>5. Nature of Occupation and/or Business</li> </ol> <p><b>Document:</b></p> <ol style="list-style-type: none"> <li>6. Photo-bearing unexpired valid ID</li> </ol> <p><b>Form:</b></p> <ol style="list-style-type: none"> <li>7. Specimen signature in Signature Card</li> </ol>	<p><b>Details:</b></p> <ol style="list-style-type: none"> <li>1. Current office address</li> <li>2. Contact number or information</li> <li>3. Nature of Business</li> <li>4. Source of Fund / Source of Wealth</li> </ol> <p><b>Documents:</b></p> <ol style="list-style-type: none"> <li>5. Articles of Incorporation and By laws</li> <li>6. Latest General Information Sheet</li> <li>7. Declaration of Ultimate Beneficial Ownership</li> <li>8. Secretary Certificate of Authorized signatories and signature</li> <li>9. Beneficial Owners &amp; Authorized signatories (same with individual document requirements)</li> <li>10. Regulating Government Agency Certification (i.e. BSP Certificate and AMLC Certificate of MSBs)</li> </ol> <p><b>Form:</b></p> <ol style="list-style-type: none"> <li>11. Specimen signature in Signature Cards</li> </ol>