

CHECKLIST OF REQUIREMENTS FOR OPENING OF ACCOUNT

NOTE: Original copies of documents must be presented

SOLE PROPRIETORSHIP

1. DTI Certificate of Registration
 2. Mayor's Permit / Business Permit
 3. BIR Certificate of Registration
 4. Two (2) recent ID photos and at least one (1) valid photo-bearing government issued ID of signatory
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PARTNERSHIP

1. Articles of Partnership
 2. SEC Certificate of Registration
 3. Duly notarized agreement/resolution authorizing the opening of account and designating the extent of authority of each partner
 4. BIR Certificate of Registration.
 5. Two (2) recent ID photos and at least one (1) valid photo-bearing government issued ID of signatory/ies
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CORPORATION

1. SEC Certificate of Registration
2. Articles of Incorporation and By Laws
3. Duly notarized Board Resolution or Secretary's Certificate containing the following:
 - Authority to open an account at any LANDBANK Branch with account name i.e. **Name of School-SHSVP**
 - Officers authorized to sign and nature and extent of such authority
 - List of Officers/Board of Directors/Stockholders
 - Certification that the resolution remains effective and subsisting and has not been amended, revoked or superseded
4. Latest General Information Sheet (GIS)
5. BIR Certificate of Registration
6. Two (2) recent ID photos and at least one (1) valid photo-bearing government issued ID of signatory/ies

FOR SCHOOLS WITH EXISTING LANDBANK ACCOUNTS

1. Duly notarized Board Resolution or Secretary's Certificate
2. Two (2) recent ID photos and at least one (1) valid photo-bearing government issued ID of signatory/ies

For list of LANDBANK Branches, please visit <https://www.landbank.com>