

**Documents Required
FOR APPLICANTS WITH EXISTING CREDIT CARD/S**

Photocopy of the following:

- Latest credit card charge slip (not more than 30 days from transaction date) or latest credit card statement of account;
- Front portion of other credit card;
- Photocopy of at least one (1) valid photo-bearing identification document front and back, issued and signed by an official authority. Passport, Driver's License, Professional Regulations Commission (PRC) ID, National Bureau of Investigation (NBI) Clearance, Police Clearance, Postal ID, Voter's ID, Barangay Certification, Government Service Insurance Systems (GSIS) e-card, Social Security System (SSS) Card, Alien Certification of Registration/Immigrant Certificate of Registration, Government Office and GOCC ID (e.g. Armed Forces of the Philippines (AFP), Home Development Mutual Fund (HDMF) IDs), Senior Citizen Card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, Seaman's Book, Certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) Certification, Integrated Bar of the Philippines ID, Company IDs issued by private entities or institutions registered with or supervised or regulated either by BSP, SEC or IC and other valid IDs issued by the Government and its instrumentalities.
- Photocopy of the latest BIR Form 2316 signed by employer's authorized representative (for employed) or photocopy of latest ITR and W4 with BIR stamp (for self-employed)

FOR APPLICANTS WITHOUT EXISTING CREDIT CARD

A. Proof of Income

For EMPLOYED (Required):

- Photocopy of the latest BIR Form 2316 signed by employer's authorized representative AND
- Submit ANY ONE of the following (Optional):
 - Original Copy of Certificate of Employment and Income (COEI) indicating status, length of service and compensation breakdown.
 - Photocopy of latest full month payslip

For SELF-EMPLOYED:

- Registration of Business Name (Required)
 - For Single Proprietorship issued by DTI (Department of Trade and Industry)
 - For Partnership/Corporation issued by SEC (Securities and Exchange Commission)
- Photocopy of latest ITR and W4 with BIR/Bank stamp (Required) and Audited Financial Statements for the last 2 years (Required) and
- Bank Statements for the last 3 months (optional)

B. Proof of Identification

- Please refer to list of Government issued IDs in item no. 3 under "For Applicants with Existing Credit Cards"

FOR FOREIGNERS

Required:

- Copy of Employment Contract or Certificate of Employment
- Letter from the Embassy (if Embassy Official)
- Submit ANY ONE of the following:
 - Valid passport with resident visa; OR
 - Work permit and valid visa; OR
 - Special Investor's Resident Visa and Visas issued by the Philippine Economic Zone Authority/visa with EO226; or
 - ACR or ICR or ACR-1

Note:

- Complete the application form (placing N/A if Not Applicable)
- Applications without required documents or with incomplete information will not be processed.
- Submitted documents will not be returned to the applicant
- BDO may require other documents as it may deem appropriate