

LIST OF REQUIRED DOCUMENTS (CORPORATION)

- ☐ 2C2P merchant agreement: Signed on ALL pages (Hard copy/Digital copy)
- ☐ 2C2P risk assessment form
- ☐ Pricing proposal
- ☐ Securities and Exchange Commission (SEC) registration
- ☐ Articles of incorporation
- ☐ Bylaws
- ☐ Latest mayor's permit
- ☐ Latest Bureau of Internal Revenue (BIR) registration
- ☐ Notarized secretary certificate indicating authorised signatories (Hard copy)
- ☐ Bank statements or bank certification from bank of choice
- ☐ Valid IDs of directors
- ☐ Valid IDs of the Ultimate Beneficial Owners (UBOs), i.e., those with 20%+ ownership
- ☐ Valid IDs of the signatory/signatories and Corporate Secretary with specimen signatures (Hard copy/Digital copy)
- ☐ Picture of office premises
- ☐ Price list of goods and/or services
- ☐ Transaction process flow
- ☐ Terms and conditions (refund, return, exchange policies & cancellation policies)
- ☐ Privacy policy

For corporations that have been in existence in existence for more than 2 years, please submit the following additional documents:

- ☐ General information sheet
- ☐ Latest audited financial statement

For complex shareholders, please submit the following additional documents:

- ☐ Organisational chart of the company, signed by director
- ☐ Letter of confirmation that no natural person owns 20%+ of the company

Please note that additional documents may be requested if deemed necessary for our onboarding assessments.

2C2P Philippines, Inc.	Applicant
Name:	Name:
Title:	Title: