

**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:

Title:

\_\_\_\_\_  
Name:

Title: