ACCOUNT MAINTENANCE REQUEST FORM

Sterling Bank of Asia
A Savings Bank

Date _____

Instructions: Please cross out or indicate NA on all unused fields in this form. If there is not enough space to list the information, use a separate sheet as necessary. Your signature is required on all pages related to this request. The signature of all concerned signatory/ies shall also be required to acknowledge the addition or removal of a signatory/joint account holder.

Account Name

First Name *Middle Name* *Last Name* *Suffix*

I. UPDATE OR CHANGE ACCOUNT HOLDER INFORMATION

☐ **Account Name**

First Name *Middle Name* *Last Name* *Suffix*

Reason for Change *(include supporting documents i.e. marriage certificate, billing statement, company ID, etc.)*

☐ Change of Status ☐ Other _____

☐ **Address**

☐ Present _____
No./Bldg./St. *Brgy./Subd./Town* *City/Country* *Postal Code*

☐ Permanent _____
No./Bldg./St. *Brgy./Subd./Town* *City/Country* *Postal Code*

☐ Business _____
No./Bldg./St. *Brgy./Subd./Town* *City/Country* *Postal Code*

☐ **Home Phone Number**	☐ **Mobile Phone Number**	☐ **Email Address**	☐ **Other**
☐ **Name of Employer/Business**	☐ **SSS/GSIS Number**	☐ **Tax Identification Number**	☐ **PhilSys Number** *(if applicable)*

Documents Submitted _____

Source of Wealth *(please check all applicable source/s)*

☐ Employment/Salary
☐ Sale of assets *(not in normal course of business)*
☐ Inheritance
☐ Monthly Salary/Income Range:
- ☐ Below Php50,000
- ☐ Php50,000 to Php100,000
- ☐ Php100,001 to Php500,000
- ☐ Over Php500,000

☐ Business *(specify name and nature)* _____
☐ Allowance *(from parents/relatives)* _____
☐ Remittance *(please specify remitter, location and reason)* _____
☐ Pension *(please indicate from what country)* _____
☐ Other _____

II. ACCOUNT MAINTENANCE REQUEST

☐ **Change Account Type to**
☐ Individual ☐ Joint "OR" ☐ Joint "AND" ☐ Other _____

Account Number: ☐☐☐-☐☐-☐☐☐☐☐☐-☐☐

☐ **Additional Account**
Account Name _____
Product Type _____

Account Number: ☐☐☐-☐☐-☐☐☐☐☐☐-☐☐

☐ **Add/Remove Signatory or Joint Account Holder** *(for individual accounts only)*

1 _____ ☐ Add ☐ Remove _____
First Name *Middle Name* *Last Name* *Suffix* *Signature*

2 _____ ☐ Add ☐ Remove _____
First Name *Middle Name* *Last Name* *Suffix* *Signature*

3 _____ ☐ Add ☐ Remove _____
First Name *Middle Name* *Last Name* *Suffix* *Signature*

☐ **Closure of Account** _____
Reason _____

ACCOUNT HOLDER'S CONFORMITY

I/We certify that all information and documents submitted relative to this account maintenance/request form are true, complete and correct. I/We hereby agree to hold Sterling Bank of Asia Inc. (A Savings Bank) ("Sterling Bank") free and harmless from any liabilities, claims and demands of whatever kind or nature, arising from this request. I/We authorize Sterling Bank to debit my/our account of any payment related to the above request.

Depositor	**Depositor**	**Depositor**
Printed Name and Signature/Date SIGNATURE VERIFIED	*Printed Name and Signature/Date* SIGNATURE VERIFIED	*Printed Name and Signature/Date* SIGNATURE VERIFIED

SURVIVORSHIP AGREEMENT FOR JOINT "OR" ACCOUNT (optional)

As co-owners of the account, we confirm that any money deposited herein shall be our joint property and the whole amount of the same or any portion thereof may be withdrawn by any or more of us. In case of the death of any one or more of us, any one or more of the surviving co-depositors may withdraw the remaining balance of the account, and each of us hereby authorizes the Bank to pay any money which may be deposited and any interest thereon to any one or more of the surviving co-depositors herein, subject to applicable laws, regulations and bank policies.

Depositor	**Depositor**	**Depositor**
Printed Name and Signature/Date SIGNATURE VERIFIED	*Printed Name and Signature/Date* SIGNATURE VERIFIED	*Printed Name and Signature/Date* SIGNATURE VERIFIED

FOR BANK USE ONLY

Customer Information File (CIF) ID: ☐☐☐-☐☐☐-☐☐☐-☐☐☐-☐☐☐

Customer Information File (CIF) ID: ☐☐☐-☐☐☐-☐☐☐-☐☐☐-☐☐☐

Customer Information File (CIF) ID: ☐☐☐-☐☐☐-☐☐☐-☐☐☐-☐☐☐

Received By/Date	**Verified and Processed By/Date**	**Checked and Approved By/Date**

FOR BANK-INITIATED ACCOUNT MAINTENANCE OR CUSTOMER INFORMATION UPDATING

FIELD NAME	DETAILS	
	FROM	TO

Processed By/Date	**Checked and Approved By/Date**