

Account Opening Internal Checklist Individual

IMPORTANT NOTES & INSTRUCTIONS FOR SLIMTC CERTIFIED UITF SALES PERSONNEL:

- This form should be accomplished by the SLIMTC Certified UITF Sales Personnel and must be submitted via email to SLIMTC.UITFTransactions@sunlife.com, together with the accomplished forms and complete set of requirements of the Client/s.
- Ensure that all required SLIMTC Account Opening Forms and Client documents are accomplished and signed by the Client/s.
- Please write legibly using **CAPITAL LETTERS** and mark the box(es) with an "✓" once the applicant has completed the requirement.

A GENERAL INFORMATION**Advisor Code / RM Code****Client Name/s****Product Type**

- Investment Management Account (IMA) Retirement Plan Corporate Trust Unit Investment Trust Fund (UITF)

 Other (Please specify)**B FORMS AND DOCUMENT CHECKLIST****SLIMTC Account Opening Forms**

- Account Information Form - Individual Client Suitability Assessment Form CSA Waiver (if applicable)
 Participating Trust Agreement Form General Risk Disclosure Statement Form UITF Order Form
 Other (Please specify)

Client Documents

- Clear copy of valid ID/s of the Primary Account Holder
 Clear copy of valid ID/s of the Secondary Account Holder/s
 Proof of Bank Ownership
- Bank Statement of Account ATM Card showing the bank account number Check
 Certificate of Bank Deposits Machine-validated Withdrawal Slip
 First Page of the Account Passbook Machine-validated Deposit Slip
- Proof of Residence / Billing Address (if Valid ID does not include Residence / Billing Address)
 Proof of Income (for High Risk Clients only)
Can be any of the following documents:
• Latest Income Tax Return
• Latest Audited Financial Statement (For Business Owners)
• Latest Bank Statement/s

 Other (Please specify)**For Certified UITF Sales Personnel**

- Screenshot of Video Call with Client (if onboarding is done via video conference)

FOR SLIMTC USE ONLY

Account Number

RELATIONSHIP MANAGER / CERTIFIED UITF SALES PERSONNEL NAME AND SIGNATURE

Printed Name

Signature

Place of signing (City/Municipality, Country)

Date Signed (e.g. mm-dd-yyyy)

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For inquiries, feedback, requests, or complaint, you may contact us through (02) 8849 9888 or email us at SLIMTC.Communications.Notice@sunlife.com
Sun Life Investment Management and Trust Corporation (SLIMTC) is regulated by the Bangko Sentral ng Pilipinas (BSP). BSP Telephone Number (02) 8708 7087; Email: consumeraffairs@bsp.gov.ph; BSP Webchat: <http://www.bsp.gov.ph>