

Application Requirements		
Corporations	Partnerships	Sole Proprietorships
<ul style="list-style-type: none"> <li>• Signed <b>Letter of Offer</b></li> <li>• <b>Application Form</b> <ul style="list-style-type: none"> <li>○ Page 2- completely filled out Transactional Arrangement Details</li> <li>○ Page 3,4,5- one for each authorized signatory</li> <li>○ Page 6- signed by the authorized signatory/ies; with the name, date of birth, and ID number of President, Treasurer, and Corporate Secretary indicated</li> </ul> </li> <li>• Current Business Permit</li> <li>• Photocopy of BIR 2303 or Certificate of Registration</li> <li>• Photocopies of valid government issued IDs <ul style="list-style-type: none"> <li>○ President, Treasurer, Corporate Secretary</li> <li>○ Other authorized signatories</li> <li>○ Signature has to be visible on the ID and not just signed elsewhere</li> </ul> </li> <li>• Two (2) Original Signed Copies of the <b>Merchant Agreement</b> - all pages originally signed</li> <li>• Photocopy of the SEC Certificate of Registration</li> <li>• Articles of Incorporation</li> <li>• By-Laws</li> <li>• Current General Information Sheet</li> <li>• Signed and Notarised <b>Secretary's Certificate</b> indicating authorised signatory / signatories <ul style="list-style-type: none"> <li>○ President, Treasurer and Corporate Secretary has to be different persons unless stated in By-Laws</li> <li>○ Principal Office address should be filled up</li> <li>○ Date of Meeting should be indicated</li> </ul> </li> </ul> <p>Name, Date of Birth and ID numbers of major owners</p>	<ul style="list-style-type: none"> <li>• Signed <b>Letter of Offer</b></li> <li>• Completely accomplished <b>Application Form</b> <ul style="list-style-type: none"> <li>○ Page 2- completely filled out Transactional Arrangement Details</li> <li>○ Page 3,4,5- one for each authorized signatory</li> <li>○ Page 6- signed by the authorized signatory/ies; with the name, date of birth, and ID number of the partners</li> </ul> </li> <li>• Current Business Permit</li> <li>• Photocopy of the SEC Certificate of Registration</li> <li>• Photocopy of Articles of Partnership</li> <li>• Photocopy of valid DTI Registration</li> <li>• Photocopy of BIR 2303 or Certificate of Registration</li> <li>• Photocopies of valid government issued IDs of the authorized signatories <ul style="list-style-type: none"> <li>○ Signature has to be visible on the ID and not just signed elsewhere</li> </ul> </li> <li>• Two (2) Original Signed Copies of the <b>Merchant Agreement</b>- all pages originally signed</li> <li>• Signed and Notarised <b>Partnership Resolution</b> indicating authorised signatory / signatories</li> </ul>	<ul style="list-style-type: none"> <li>• Signed <b>Letter of Offer</b></li> <li>• Completely accomplished <b>Application Form</b> <ul style="list-style-type: none"> <li>○ Page 2- Completely filled out Transactional Arrangement Details</li> <li>○ Page 3- with complete details and specimen signature of the owner/ authorized signatory</li> <li>○ Page 6- signed by the owner/ authorized signatory; with the name, date of birth, and ID number of owner</li> </ul> </li> <li>• Current Business Permit</li> <li>• Photocopy of valid DTI Registration</li> <li>• Photocopy of BIR 2303 or Certificate of Registration</li> <li>• Photocopies of valid government issued IDs of the owner <ul style="list-style-type: none"> <li>○ Signature has to be visible on the ID and not just signed elsewhere</li> </ul> </li> <li>• Two (2) Original Signed Copies of the <b>Merchant Agreement</b>- all pages originally signed</li> </ul>
<b>Additional documentary requirements for specific merchant categories:</b>		
<p>Gas stations:</p> <ul style="list-style-type: none"> <li>• Signed <b>Point of Compromise (POC) conforme</b></li> </ul> <p>Schools:</p> <ul style="list-style-type: none"> <li>• Certificate of tax exemption</li> <li>• DepEd/ CHED accreditation</li> </ul> <p>Travel Agencies:</p> <ul style="list-style-type: none"> <li>• SEC registration</li> <li>• Certificate of IATA (International Association of Travel Agencies) accreditation</li> </ul>		

Email us at [MerchantAcquiring@metrobankcard.com](mailto:MerchantAcquiring@metrobankcard.com) for inquiries.