

## Document Requirements

### 1. Photocopy of the following valid IDs\*\*

- Passport
- Driver's License
- Police Clearance
- Postal ID
- Company IDs
- Professional Regulations Commission (PRC) ID
- Social Security System (SSS) Card
- Government Service and Insurance System (GSIS)
- All other valid IDs issued by the Philippine government and its instrumentalities.
- PhilHealth Card
- Senior Citizen's Card
- NBI Clearance
- Voter's ID

\*\*Per BSP Circular BSP 608

For foreigners, submit your visa or Alien Certificate of Registration (ACR) and Immigrants Certificate of Residence (ICR) registered with or supervised or regulated by the BSP, SEC or IC.

### 2. Proof of Income

- For those employed, a copy of the latest Income Tax Return (ITR) duly stamped as received by the BIR or its authorized agent bank (BSP Circular No. 472 as amended) and/or the employee's copy of BIR Form 2316 duly signed by the employer and
  - Details of other credit card(s) with at least one (1) year principal card membership, or
  - Certificate of Employment (COE) or latest payslip (one Month)
- For self-employed, copy of latest audited financial statement with bank or BIR stamp (as required by BSP), copy of SEC or DTI business registration, and
  - Details of other credit card(s) with at least (1) year principal card membership

\*All documents submitted to Metrobank Card Corporation (MCC) shall become MCC's property and will not be returned regardless of the outcome of the application.