

CHECKLIST

Requirements for Remittance Membership Registration

(For first time remitter, please register by mail)

- **Remittance Membership Registration form**

- Both pages (*Non-submission of both pages will cause delay in your transaction*)
- All information filled-in
- Signature is affixed
- Corrections made are countersigned

- **Personal Identification Documents**

FOR NON-JAPANESE: Alien Registration Card (Front and BACK copy)

- Visa on the alien registration card is valid
- Present address on the alien registration card is the same on the application form
- Expiry date of alien registration card is valid

FOR JAPANESE: Any valid ID preferably Driver's License (Back & Front copy), Health Insurance Card (Back & Front copy), or Passport (Bearer's Information page and Address page)

Note: For Non-Japanese remitters, if there are changes on your visa or address, kindly have your Alien Registration Card be updated at the nearest City Hall before submitting a copy to PNB.



REMITTANCE MEMBERSHIP REGISTRATION and/or APPLICATION FOR REMITTANCE WITH DECLARATION

外国送金事前登録 / 送金依頼書兼告知書

I hereby authorize Philippine National Bank Tokyo Branch/Nagoya Sub-Branch ("PNB Japan") to register my personal information and, upon actual receipt of funds, to implement my remittances to the specific beneficiary registered. I hereby declare the required items pursuant to Article 3 of the "Law on Reporting Requirements on Cross Border Payments and Receipts for the Tax Law compliance" as follows.

私はフィリピン・ナショナル・バンク東京支店/名古屋出張所（以下"PNB Japan"）に私の個人情報を登録し、資金受領の度に海外送金を実行することを依頼します。内国税の適正な課税の確保を図るための国外送金等に係る調書の提出等に関する法律第3条の規定により下記の通り告知します。

<input type="checkbox"/> First time Remitter 新規	<input type="checkbox"/> Additional Beneficiary 受取人の追加	REMITTER MEMBER NUMBER (for existing remitter)							
<input type="checkbox"/> Existing Remitter 既存送金人	<input type="checkbox"/> Amendments 訂正	<table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>							

(For First time Remitter, please register by mail.)

注意事項：ご依頼人名も含め、全てローマ字または数字で記入してください。

Remitter's Information ・ 送金人情報 Nagpapadala									
Name of Remitter ご依頼人名	Family Name ・ 姓	First Name ・ 名	Middle Name (Fill-up in full)						
Address in Japan 郵便番号・現住所	〒 <table border="1"> <tr> <td> </td><td> </td><td> </td><td> </td><td> </td><td> </td> </tr> </table>								
Mobile / Telephone No. ・ 携帯又は電話番号		E-MAIL Address e メールアドレス							

Type of Identification 身分証明書—Please submit copy of one of IDs below .下記の身分証明書のコピーをどれか一つ提出して下さい。			
FOR FOREIGNERS: <input type="checkbox"/> Valid Alien Registration Card (both sides) ・ 外国人登録証明書 (両面) <input type="checkbox"/> Valid Passport (pages with photo/signature, visa page) and address proof パスポート (名前、生年月日、ビザページ) 及び住所を証明する公共料金の領収書等		Nationality 国籍	<input type="checkbox"/> Filipino <input type="checkbox"/> Japanese <input type="checkbox"/> Others (.....)
FOR JAPANESE: <input type="checkbox"/> Valid Japanese Driver's License (both sides) ・ 日本の運転免許証 (両面) <input type="checkbox"/> Valid Health Insurance (name/address/birthday pages) ・ 健康保険証 (名前/住所/生年月日) <input type="checkbox"/> Additional documents, please specify 追加書類・ご記入下さい.....		Occupation 職業	<input type="checkbox"/> Company <input type="checkbox"/> Others 会社員 () その他
		Date of Birth 誕生日	MM (月) DD (日) YY (年)

Beneficiary's Information 受取人情報・ Pinapadalhan			
Note: Please register each and subsequent beneficiaries separately. 複数の受取人をご登録になる場合は、受取人ごとに本書式に記入の上提出してください。			
Name of Beneficiary (Account Name) 受取人名(口座名義人)	Family Name ・ 姓	First Name ・ 名	Middle Name (Fill-up in full)
Beneficiary's Address 受取人住所			Tel.No. 電話番号
Bank Information 受取人取引銀行・支店名	Bank Name ・ 銀行名 <input type="checkbox"/> PNB <input type="checkbox"/> Others	Branch Name ・ 支店名 Branch	
Account Number 受取人口座番号	Currency of account 受取人口座通貨		<input type="checkbox"/> Peso Account <input type="checkbox"/> US Dollar Account
*If no account 口座がない場合	<input type="checkbox"/> Advise & Pay / Over-the Counter Payment (通知後窓口払) <input type="checkbox"/> Door to Door (宅配便による配達)		

Purpose of Remittance 送金目的 <input type="checkbox"/> Family Support 家族送金 <input type="checkbox"/> Deposit (Savings/ Time) 預金 <input type="checkbox"/> Import Settlement 輸入決済 <input type="checkbox"/> Others (Pls. specify) その他 ()	(A) FUNDS for Remittance 送金金額	¥	For Bank Use only <table border="1"> <tr><td>10,000</td><td> </td></tr> <tr><td>5,000</td><td> </td></tr> <tr><td>2,000</td><td> </td></tr> <tr><td>1,000</td><td> </td></tr> <tr><td>500</td><td> </td></tr> <tr><td>100</td><td> </td></tr> <tr><td>50</td><td> </td></tr> <tr><td>10</td><td> </td></tr> </table>	10,000		5,000		2,000		1,000		500		100		50		10	
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1,000																			
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100																			
50																			
10																			
	(B) Remittance FEE 取扱手数料	¥																	
Relationship to the Beneficiary 受取人との間柄	(C=A+B) TOTAL 必要円貨総額	¥																	

Please tick if you want to register to either Postal Link or Virtual Access using Beneficiary details stated above. Submit this form together with the Consent to the Terms and Conditions attached. 上記受取人情報に基づき"バーチャル・アクセス"あるいは"ポータル・リンク"の申込みをご希望の場合はチェックマークをお願いします。登録申込書と一緒に提出ください。	<input type="checkbox"/> POSTAL LINK <input type="checkbox"/> VIRTUAL ACCESS
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I certify the information written above is true and hereby confirm that the General Provisions and Privacy Policy and Customer Data Protection stated on the back page hereof will govern all remittances I undertake through PNB Japan. I hereby also declare that I am not a member of anti-social forces and my remittance request is not related to the regulations under Foreign Exchange and Foreign Trade Law in connection with North Korea and Iran. 上記記載事項が真正であることを申し立てるとともに、裏面記載の取引規約及び個人情報に関する規定を確認し同意いたします。また、反社会的勢力でないことを表明すると共に、「外国為替及び外国貿易法」に規定する北朝鮮及びイランに関連する取引でないことも表明いたします。

Date 日付	Remitter's Signature ご署名または記名押印
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BANK USE ONLY 銀行使用欄												
ID & Number	ID Issuing date	MM	DD	YY	ID Expiry	MM	DD	YY	Visa Expiry	MM	DD	YY
Received by / Date	Registration Approved by:	IDs Encoded by		1st checker of ID	2nd checker of ID	Over 1.0 million Approved by		Fulfillment of Confirmation obligation by				

GENERAL PROVISIONS APPLIED TO REMITTANCE TRANSACTIONS

- Philippine National Bank Tokyo Branch / Nagoya Sub-Branch ("PNB Japan") shall not be responsible for errors or delays in the domestic fund transfer or for inaccuracies in the instructions provided, or for any other consequences arising from causes beyond its control. Nor is PNB Japan responsible for any consequential damages caused by errors or delays in transmission or non-transmission.
- Implementation of remittance shall be done in US dollars or Philippine Peso depending on whether the beneficiary account is in US dollar or Philippine Peso. For 'advise and pay' (over-the-counter payment) to the Head Office or branches of Philippine National Bank ("PNB") and door-to-door delivery in the Philippines, remittance will be in Philippine Peso only. The remittance proceeds shall be converted into Philippine Peso or US dollars by using TTS rate quoted by PNB Japan on the date when remittance requested by the client is implemented. **Note:** Amounts printed in your receipts for remittances to PNB on-line (rapid remit) accounts are already net of charges. Amounts printed for non-PNB Peso accounts represent the amount to be forwarded to the other bank after charges of Doc. Stamps (PHP0.30 for every PHP200). The other bank may apply its own charges. Doc. Stamps (PHP0.30 for every PHP200) will be charged to remittance to PNB Peso time deposit account.
- Cancellation or dismissal of the client's remittance request : Even if PNB Japan was requested to make a remittance by the client, PNB Japan shall have its discretion not to do so under the following cases :
 - The purpose of the client's remittance is against the Japanese Foreign Exchange Regulations.
 - War, civil commotion or some similar occasions will possibly prevent PNB Japan's remittance to the beneficiaries or block PNB Japan's funds in the Philippines or in Japan.
 - This remittance will possibly be subject to money laundering, which is mainly related to the drug, crimes, terrorism, etc.In these cases, PNB Japan shall not be liable for any loss on the client's side from PNB Japan's non-remittance.
- PNB Japan shall at any time have its own option or discretion for with which way PNB Japan shall use either by our on-line or through our correspondent banks, etc.
- Contact information:
 - In the necessity of any contact with the client, address or telephone number in the client's application is regarded as contact information.
 - PNB Japan shall not be liable for any loss deriving from miscommunication due to the reasons that the client written address is incorrect or the client's telephone number is incorrect.
- The Remitter Member Number should not be used by other person than the legitimate holder. If abuse was revealed, PNB Japan reserves the right to suspend immediately all the transactions with such a Number.
- When receiving a request for remittance, PNB Japan is required to ascertain certain matters under laws and regulations governing foreign exchange. The client is, therefore, required to satisfy the following requirements :
 - State the purpose for remittance and any other required information in the Application for Remittance; (ii) State the designated items in the Application for Remittance (serve as Declaration Form) and submit it , except for cases such as when the funds of remittance are to be debited from the client's account; (iii) Present the official documents to identify the client such as original/copy of the client's certificate of residence, except for cases such as when the funds of remittance are to be debited from the client's account; and (iv) For any transactions requiring Government permission or such, present or submit documents proving the said permission or such.
- In order to effect overseas remittance requests, part of the client's personal information, such as the client's name, address and account number (if applicable), shall be disclosed to the concerned paying/crediting bank as originator's accurate and meaningful information.
- In order to maintain compliance with money laundering controls and laws PNB Japan may, at its sole discretion, request additional information pertaining to the source of funds, prior to the funds being sent. Failure to comply with this request may result in the client registration being either deactivated or cancelled and funds being returned to the client.
- Any loss: PNB Japan shall not be liable for any loss deriving from these events:
 - National calamity, war, any incident in transit, civil commotion, restriction by laws, emergency restriction by Government or by public body (Central Bank, etc.)
 - Failure of PNB Japan's computer system under (within) the level that PNB Japan pays regular attention for its service, failure of telecommunication, failure of computer system, or garble or mistake or omission of the words due to telecommunication.
 - As the result of following the procedure prevailing in the pertinent country or the special instruction by the specific paying bank.
 - Mistake in remittance details, e.g. beneficiary, account number, etc. by the client.
 - Messages to be sent to the beneficiary.
 - Legal dispute among remitter, beneficiary or the third party.
 - Any other loss other than PNB Japan's own clear mistake.
- Amendment or cancellation :
 - If PNB Japan can determine that it can still be done, amendment or cancellation of an implemented remittance can be facilitated upon the client's request. Amendment or cancellation cannot be done once the funds are already withdrawn by the beneficiary.
 - This should be presented in the client's written request duly signed by the client.
 - PNB Japan shall require the client to present a valid ID to properly establish the client's identification.
 - On a case-to-case basis (subject to the amount, etc.), PNB Japan shall require the client to submit a guarantor to confirm the client's action.
 - PNB Japan shall not be liable for any loss if it cannot amend or cancel due to non-acceptance of the paying bank, restriction of the law, emergency restriction by the government or by public body (Central Bank, etc.)
 - The client is requested to pay a follow-up fee of JPY2,500 per item. Follow-up fee may be subject to change.
 - For amendment of remittance, original rate used will prevail. As for cancellation, yen equivalent using the PNB Japan's buying rate of the day when the exact fund is received from concerned paying/crediting banks, less their charges will be the refund amount.
- Non-arrival of the client's remittance: If the client finds that its remittance did not reach the beneficiary, please let PNB Japan know at the soonest so that PNB Japan shall trace immediately and inform the client of the result in due course.
- Matters not stipulated herein shall be governed by laws, regulations, customs and practices of Japan and other relevant countries and the procedures prescribed by the banks concerned.
- Designated Dispute Resolution Institution contracted with PNB Japan is Japanese Bankers Association. Contact point: Japanese Bankers Association Customer Relations Center
Phone number: 0570-017109 or 03-5252-3772

PRIVACY POLICY AND CUSTOMER DATA PROTECTION

To be a bank that enjoys the confidence of its customers and is the customers' bank of choice, PNB Japan observes the relevant laws and ordinances as well as the other standards relating to customer's personal information, conforms with the various regulations, etc. of PNB Japan that relate to personal data protection, and makes every effort to conduct appropriate management and maintain accuracy and confidentiality in line with the following :

- PURPOSES OF USE OF INFORMATION**
PNB Japan acquires the personal information of customers so that our transactions with customers progress securely and soundly and so that customers can be provided with better financial products and services. In concrete terms, the information is used for such purposes as checking the identity of a person, checking conditions for doing business, and introducing new products and services to the customer.
- TYPES OF INFORMATION TO BE ACQUIRED**
The most general types of information to be acquired are the address, name, date of birth, sex, and the telephone number of the customer. In addition to these types is the information requested from the customer when transactions are commenced.
- PROVISION OF INFORMATION**
PNB Japan shall not externally provide customer information except in the following cases:
 - Where the customer has consented.
 - Where the situation comes under the exception cases which are stipulated by a law or ordinance.
- INFORMATION MANAGEMENT METHOD**
Appropriate measures are constantly taken so that customer information can be kept accurate and up-to-date. In addition, to prevent the loss, destruction, falsification, and leaking, etc. of the personal data of customers, PNB Japan takes appropriate information security measures such in addition; PNB Japan ensures that any company handling the personal data of customers, etc. on consignment from PNB Japan also enforces rigorous management.
- CUSTOMERS' APPLICATIONS FOR DISCLOSURE, CORRECTION OR DISCONTINUATION**
Unless there is a particular reason, PNB Japan approves customer requests for disclosure of their own information after PNB Japan checks that the applicant is the person concerned. In addition, if the information about the customer is inaccurate, PNB Japan modifies it so that it is accurate. Application should be made at the inquiry desk detailed below. Please note that actual costs may be billed for disclosure. PNB Japan shall advise the customer of the amount of the actual costs in advance if the actual costs are billed.
Discontinuation of Promotional Materials
To continuously update clients of new products and services, PNB Japan shall insert flyers, advertising materials and the likes in the mails it sends out. If the client wishes to discontinue, please contact and advise PNB Japan.
- CUSTOMER INQUIRIES AND COMPLAINTS**
The customer may contact the person-in-charge as provided on the list below for inquiries, complaints, and requests for disclosure, correction of data and discontinuation of the use of personal information to the address mentioned below.

Philippine National Bank, Tokyo Branch	-	Personal Data Protection Manager
Tel. 03-5401-3300	Business Hours: 9:00 to 15:00	(Excluding weekends, Japanese Public Holidays and the year-end/New Year business holidays.)
Philippine National Bank, Nagoya Sub-Branch	-	Personal Data Protection Manager
Tel. 052-968-1800		
- MODIFICATIONS**
The above information may be modified as a result of amendments to the law and other reasons. In that case, a notice will be posted at the PNB Japan's premises.

15 December 2011



Philippine National Bank Tokyo Branch

フィリピンナショナルバンク東京支店
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5/F Fukuide Building, 4-1-13 Toranomon, Minato-ku, Tokyo Japan 〒105-0001
Tel: (03) 5401-3300 Fax: (03) 5401-3634
Mobile phones (Softbank): 080-3724-4544 / 090-2167-6243 / 090-9965-0197
Rates Info: (03) 5401-3536/5401-3530 rate@pnbtokyo.co.jp
Url: www.pnbtokyo.co.jp E-mail: pnbtokyo@pnbtokyo.co.jp

Philippine National Bank Nagoya Sub-Branch

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