

CERTAIN INFORMATION REQUIRED FROM BANKS
(Appendix to Sec. 173 on Submission of certain required information)

1. Name of bank
2. Address
3. P. O. Box Number
4. Cable address or cable code
5. Board of Directors including Corporate Secretary:
 - a. Names of Chairman, Vice-Chairman and Directors;
 - b. Number of directors per by-laws;
 - c. Number of vacancies in the Board;
 - d. Names of corporations where they serve as Chairman of the Board or as President and names of other business enterprises of which they are proprietors or partners;
 - e. For the Corporate Secretary, indicate if he is also a Director; and
 - f. Date of annual election of directors per by-laws.
6. President to Department Heads, including Auditor:
 - a. Names and titles;
 - b. Telephone number of each officer (office);
 - c. For Executive Vice Presidents, state the names of corporations where they serve as Chairman of the Board and names of other business enterprises of which they are proprietors or partners; and
 - d. For Vice-Presidents and other officers with non-descriptive titles, indicate area of responsibility, e.g., Vice-President for Operations or Vice-President, International Department.
7. Branches, agencies and branch-lite unit/s:
 - a. Name of branch, agency or branch-lite unit/s, e.g., Quiapo Branch or Makati Agency;
 - b. Address;
 - c. Names and telephone numbers of:
 - (1) Manager
 - (2) Cashier
 - (3) Accountant; and
 - d. For agencies and branch-lite unit/s, indicate name of mother branch.

(Circular No. 987 dated 28 December 2017)