

**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)*