

List of SIRV requirements:

1.) Open a trading account under **ONLINE** or **TRADITIONAL**

a. **Online account**- is a Do-It-Yourself. All selling and buying transactions will be executed by the client with a 0.0025 broker commission fee rate. You may register online via Philstocks website: <https://www.philstocks.ph/>. Kindly follow the 3 easy steps on how to open an account.

b. **Traditional account** is a broker account with an agent. All selling and buying transactions will be executed by your licensed agent with a 1.5% commission rate. You may contact your agent via email or phone, depending on your arrangement. Monitoring of your account remains your responsibility.

To open an account under this option, you must fill out a Customer Account Information Form (CAIF) manually here in our office.

Requirements to open a trading account:

- a) The client must have a Tax Identification Number (**TIN**)
- b) Provide 2 valid IDs, for foreign clients, your Passport and your SIRV ID.
- c) Initial fund-minimum
 - Online Account – Php5,000.00
 - Traditional Account – Php25,000.00

2.) Upon your visit, please provide the “CERTIFICATION OF ACCOUNT REQUEST”. (Please refer to the last page) Processing will take 2-3 business days, after which the certificate will be available.

3.) Once your funds are available, you will need to deposit the amount required by the BOI into our bank account. To credit the funds, please ensure you keep the proof of deposit and upload it to your trading platform.

4.) If the funds have been credited to your account, you can proceed with your buying transaction.

5.) Two days after your successful buying transaction, we will release the “**Sworn Certification**” for your investment.

6.) To convert scriptless shares to physical stock certificates, we require the originally signed documents. Once we receive the requirements, will take 2–3 months, depending on the transfer office.

Below are the requirements:

- a) Upliftment form
- b) Upliftment processing fee of Php 168.00 per security (the fee will be debited from your available cash balance)
- c) Specimen signature card per security.
- d) Colored/scanned copies of your valid IDs (Passport and BOI card)"



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CERTIFICATION OF ACCOUNT REQUEST

Account Name: _____ Date: _____

Purpose of Request: _____

Please provide the following information that will be indicated in your stock certificate.

Name of Security/Symbol	No. of Shares	Value
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total amount to be invest: _____

I understand that the Certificate/s shall be available for pick-up at the office of Philstocks Financial, Inc. at least **2-3 business days** from the date of receipt of this request.

Signature

Received by

Verified by

Processed by
