

Checklist for Account Opening

The Sun Life Prosperity Funds, referred to as “Funds,” are all managed and distributed by Sun Life Asset Management Company, Inc. (SLAMCI), a member of the Sun Life Financial group of companies.

Name of Investor (Last Name, First Name, M.I.)

A List of Forms

Mandatory Requirements:

- Account Opening
- Proxy Form

Conditional Requirements:

- Application for Additional Co-Investor
- Confirmation of In-Trust-For Arrangement (for minor beneficiaries)
- Authority to Transact
- Application for Reduced Sales Load
- Auto-Invest Enrollment Form

B List of Attachments

- Proof of Payment
- Acknowledgment Receipt
- Copy of Valid ID

C List of Valid IDs

The ID submitted by the client should be the same as the one indicated on the Account Opening form. It must be a government-issued photo ID with signature and it must not be expired.

1. For Filipino Citizens

a. Primary IDs

A Filipino client must present any one (1) of the following original IDs and submit a clear copy:

With Expiry Date	Without Expiry Date
Passport	SSS ID
Driver's License*	GSIS e-Card
Student Permit (<i>Digitized ID</i>)	Unified Multipurpose ID (UMID)
Professional Regulation Commission ID	Voter's ID
National Bureau of Investigation (NBI) Clearance	Senior Citizen's Card
Police Clearance Certificate/Police Clearance Data Card	Philheath ID Card (<i>Digitized ID</i>)
Overseas Workers Welfare Administration (OWWA) ID	Other IDs issued by the Government of the Republic of the Philippines (<i>e.g. Non-expiring IDs issued to the employees of DOLE, DILG, DPWH</i>)
Overseas Filipino Worker ID	
Seaman's Book	
Firearm License Card	
School ID**	
Postal ID (<i>Digitized ID</i>)	
Other IDs issued by the Government of the Republic of the Philippines (<i>e.g. Expiring IDs issued by the PNP, AFP to its Officer's Dependents</i>)	

* Expired Driver's License ID with Official Receipt for the renewal of the Driver's License may be accepted but a secondary ID will be required.

** School ID may be accepted only for students 20 years old and below, and the ID should be signed by the principal or head of the institution.

b. Secondary IDs

A Filipino client without any of the Primary IDs must present at least two (2) of the following original IDs and submit a clear copy.

With Expiry Date	Without Expiry Date
Postal ID	Integrated Bar of the Philippines (IBP) ID
Barangay Resident ID Card	Philheath ID Card
Other IDs issued by:	Bureau of Internal Revenue (BIR) ID
a. Government-Owned or Controlled Corporations (GOCCs); and	Other IDs issued by:
b. Covered persons registered with and supervised or regulated by the BSP, SEC, or IC.	
	b. Covered persons registered with and supervised or regulated by the BSP, SEC, or IC.

In case the client can only provide one (1) Secondary ID, any one (1) of the following original documents must be required to verify the client's identity and a clear copy must be submitted.

- a. Birth Certificate (issued by the Philippine Statistics Authority), or a Certified True Copy;
- b. Marriage Certificate (issued by the Philippine Statistics Authority), or a Certified True Copy;
- c. Utility Billing Statement, such as water, electricity, telephone, cable, internet, which contains the name and address of the client.

2. For Citizens of Other Countries

The client must present a valid passport and submit a clear copy. In addition, the client must present any one (1) of the following original IDs issued by the Philippine government to foreigners and submit a clear copy:

- a. Alien Certificate of Registration (ACR) i-Card
- b. Alien Employment Permit (AEP)
- c. Special Resident Retiree's Visa (SRRV) ID



D List of SLAMCI Bank Accounts

Check payments must be payable to SUN LIFE ASSET MANAGEMENT COMPANY, INC.

BANK	TYPE	BANK ACCOUNT NUMBER PESO ACCOUNTS	BANK ACCOUNT NUMBER DOLLAR ACCOUNTS
Banco de Oro	SA	00046-004225-4	100-46-006383-9
Bank of the Philippine Islands	SA	0073-1798-07	1624-0061-07
China Bank	SA	203-1036216	-----
China Bank Savings	SA	359-047171-9	-----
Chinatrust	SA	025-020-00310-4	025-060-00076-7
Citibank	SA	5-602714-022	5-602714-057
Deutsche Bank	SA	-----	1204-668305
HSBC	SA	000-270579-070	-----
Land Bank of the Philippines	SA	1801-0249-00	-----
Maybank	SA	01-059-003283-8	01-759-000153-0
Metrobank	SA	066-3718-10691-6	066-2066-10860-5
Philippine National Bank	SA	1403-1001-5188	1403-6001-5194
RCBC	SA	3-001-00840-3	8-001-00967-3
Robinsons Bank	SA	1023-301-00000-143	-----
Security Bank	SA	0514-020724-200	0514-020724-201
Standard Chartered Bank	SA	014-0953811-004	905-534910-3349
UCPB	SA	104-1659638	01-104-300835-0
Unionbank	SA	101540001485	-----

Bank Charges

- Investment made through funds transfer and wire transfers may be subject to bank charges.
- All check dollar investments are subject to bank charges, and clearing requirements vary depending on payment types and depository banks.
- Charges may apply based on prevailing bank rates and subject to change without prior notice.

Important Notes

- Third party checks are not accepted.
- Second-endorsed checks issued by Sun Life may be accepted and will undergo clearing period.

In compliance with current Bangko Sentral ng Pilipinas regulations, checks with erasures will no longer be accepted, even if these are countersigned.

E Acknowledgment (to be completed by the Mutual Fund Representative and Client Service Center Staff)

To be Completed by MF Representative			To be Completed by Client Service Center Staff		
Name and Signature of Submitting MF Representative			Name and Signature of Receiving Staff		
Branch	Representative's Code		Client Service Center Location		
Date Submitted	Time Submitted		Date Received	Time Received	
With complete basic requirements as outlined above? Yes No			With complete basic requirements as outlined above? Yes No		

Checklist for Subsequent Transactions

The Sun Life Prosperity Funds, referred to as "Funds," are managed and distributed by Sun Life Asset Management Company, Inc. (SLAMCI), a member of the Sun Life Financial group of companies.

Name of Investor (Last Name, First Name, M.I.)
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A	Additional Investment
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Request for Additional Investment Acknowledgment Receipt Proof of Payment

B	Redemption /Fund Switch
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Request for Redemption/Fund Switch Original Copy of Stock Certificate (if issued)
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C	Enrollment in Auto-Invest Program
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Auto-Invest Enrollment Bank Auto-Debit Enrollment
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D	Estate Settlement
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1. Claims below PHP 250,000.00 Request for Redemption signed by Legal Heirs Original/Certified True Copy of Death Certificate Tax Clearance (BIR Form 2313-P Certificate Authorizing Registration) Two (2) Valid IDs of Legal Heirs Copy of the Deed of Extrajudicial Settlement and Adjudication of Estate (for verification of legal heirs) Notarized Quit Claim Form signed by All Legal Heirs (to be submitted upon release of proceeds)
2. Claims PHP 250,000.00 and above Request for Redemption signed by Legal Heirs Original/Certified True Copy of Death Certificate Tax Clearance (BIR Form 2313-P Certificate Authorizing Registration) Two (2) Valid IDs of Legal Heirs Original Copy of the Deed of Extrajudicial Settlement and Adjudication of Estate (notarized before a Notary Public after all the heirs have signed and filed with the Register of Deeds) Surety Bond or Heirs' Bond (the amount of the bond is equivalent to the value of the personal property included in the extrajudicial settlement) Proof of publication of Deed of Extrajudicial Settlement and Adjudication of Estate (in newspaper of general circulation once a week for three (3) consecutive weeks) Notarized Quit Claim Form signed by All Legal Heirs (to be submitted upon release of proceeds)

E	Acknowledgment (to be completed by the Mutual Fund Representative and Client Service Center Staff)
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To be Completed by MF Representative		To be Completed by Client Service Center Staff	
Name and Signature of Submitting MF Representative		Name and Signature of Receiving Staff	
Branch	Representative's Code	Client Service Center Location	
Date Submitted	Time Submitted	Date Received	Time Received
With complete basic requirements as outlined above? Yes No		With complete basic requirements as outlined above? Yes No	