

# Personal Detail Change Form

## General Information

Account Name _____	Account No. _____
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## Name

From \_\_\_\_\_ To \_\_\_\_\_

Reason for Change  Marriage to \_\_\_\_\_  Annulment  Religion  Correction

Others \_\_\_\_\_

## Contact Details

New Primary Email Address _____	Alternate Email Address _____
New Primary Landline _____	Alternate Landline _____
New Primary Mobile Number _____	Alternate Mobile Number _____
New Office Number _____	Alternate Office Number _____

## Address

### New Present Address

Floor/No.	Building/Street	Subdivision / Village	Barangay / District
Town/City		Province/State	Country      Zip Code

### New Permanent Address

Floor/No.	Building/Street	Subdivision / Village	Barangay / District
Town/City		Province/State	Country      Zip Code

### New Business Address

Floor/No.	Building/Street	Subdivision / Village	Barangay / District
Town/City		Province/State	Country      Zip Code

Email Address \_\_\_\_\_  I do not want to receive updates, notices and promotions via email.

(You will receive updates, notices and promotions via email.)

## Nationality/Citizenship

From \_\_\_\_\_ To \_\_\_\_\_

## Unit Income Payout Details (New Instructions)

For Peso Share Class Only

Please credit to my peso bank account       Current       Savings

Bank: \_\_\_\_\_ Branch of Account: \_\_\_\_\_

Account No. \_\_\_\_\_ Swift Code: \_\_\_\_\_ Branch Address: \_\_\_\_\_

I will pick up the check through my Wealth Specialist

For Dollar Share Class Only

For your benefit, to avoid being charged incoming remittance fees, credit to account option is available only for the banks listed below.

Please credit to my dollar bank account       Current       Savings

Bank:  BDO    BPI    China Bank    HSBC    Metrobank    Unionbank   Branch of Account: \_\_\_\_\_

Account No. \_\_\_\_\_ Swift Code: \_\_\_\_\_ Branch Address: \_\_\_\_\_

I will pick up the check through my Wealth Specialist

Note: Your Bank Account's currency should be the same as the Share Class currency of your UITF investment.

## Other Changes

Please specify: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

Please specify: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_

## Documents

Please specify nature/description of document/s to support request for change of personal details and present original or authenticated copy for comparison with copy of document/s which shall be attached to this change request form:

## Client Certification and Authorization

I hereby certify that all information given in this Client Information Sheet are true, complete and correct to the best of my personal knowledge, and I agree to update Manulife Asset Management and Trust Corporation (the "Company") within 30 calendar days of any change in the information supplied in this form. I have read and agree to be governed by the terms and conditions relative to this Account, as well as by the rules and regulations of the Bangko Sentral ng Pilipinas, the Anti-Money Laundering Act as amended, the Bureau of Internal Revenue, the Securities and Exchange Commission, and other applicable Philippine laws and regulations, as well as the United States Foreign Account Tax Compliance Act and the regulations of the United States Internal Revenue Services as may be amended from time to time, and other appropriate Philippine and/or foreign governmental agencies.

The Company collects and uses my personal and sensitive information to carry on its trust and fiduciary business. By signing this form and continuing to avail of the Company's products and services, I agree that the information I provided and any subsequent changes to it can be processed, shared, disclosed, transferred or used by the Company, including its shareholders, directors, and employees, affiliates, subsidiaries, business partners, any member of the Manulife Financial Group (including those located overseas), advisors, representatives, industry associations and databases, local and foreign authorities having jurisdiction over companies within the Manulife Financial Group, external auditors/counsels, and its third party service providers (whether within or outside the Philippines) within the rules set by the Data Privacy Act of 2012, as may be amended from time to time, relevant regulations and the Company's privacy policy available at [assetmanagement.manulife.com.ph/Customer-Privacy-Policy](http://assetmanagement.manulife.com.ph/Customer-Privacy-Policy) for purposes of:

- approving this application;
- administering and servicing the account;
- marketing (including marketing of products and services offered by any member of the Manulife Financial Group and those of our business partners), promoting, getting feedback on our products and services, and measuring client satisfaction;
- conducting data analytics and doing automated data processing;
- preventing money laundering or terrorist financing activities;
- complying with reportorial and regulatory requirements of both local and foreign regulatory authorities (including local and foreign tax authorities and stock exchanges) as well as other legal, regulatory or contractual obligations of any member within the Manulife Financial Group, relating to information sharing, tax reporting or otherwise;
- the Company's internal purposes such as governance, risk, compliance, and reporting; and
- for other reasonable purposes related to the services provided.

I will not unreasonably cancel my consent which could result to the Company or any member of the Manulife Financial Group violating any law, rules, regulations or guidelines or its obligation under any contract or commitment with local or foreign regulators, governmental bodies or industry recognized bodies (whether within or outside the Philippines).

For my personal and sensitive information I provided to the Company, I am allowing the Company to keep them in line with its records retention policy. I will not hold the Company responsible for any claim, loss, liability and cost as a result of using such information for valid purposes.

Received and reviewed by:

\_\_\_\_\_  
Account Owner's Signature over Printed Name

\_\_\_\_\_  
Manulife Personnel's Signature over Printed Name

\_\_\_\_\_  
Date Signed (mm/dd/yyyy)

\_\_\_\_\_  
Date Signed (mm/dd/yyyy)

Manulife Asset Management and Trust Corporation, its products and services are regulated and governed by the Bangko Sentral ng Pilipinas (BSP) with telephone number (02) 708-7087 and email address [consumeraffairs@bsp.gov.ph](mailto:consumeraffairs@bsp.gov.ph). For inquiries or complaints relating to our products and services, you may call our Customer Care Hotline at (02) 884-7000 or send an email to [phcustomer@manulife.com](mailto:phcustomer@manulife.com). To know your rights under BSP Circular No. 857 (Regulations on Financial Consumer Protection), please access a copy at the BSP website ([www.bsp.gov.ph](http://www.bsp.gov.ph)).

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