

HOW TO
PROPERLY
FILL OUT
COL FORMS

Let's start with an **Individual Account**. Tick off the 1st box (Individual). Most important thing to remember if it's an individual application is that you need NOT fill out the 'Secondary Account Holder' portion.

Look at the images first and then read the descriptions that follow.

PERSONAL INFORMATION		PRIMARY ACCOUNT HOLDER	SECONDARY ACCOUNT HOLDER
Last Name	Dela Cruz		
First Name	Juan		
Middle Name	Ponce		
Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input type="checkbox"/> Female	
Date of Birth (Month/Day/Year)	01/01/1970		
Place of Birth (Town/City/Province)	Manila		
Citizenship	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Resident Foreigner <input type="checkbox"/> Non Resident Foreigner _____	<input type="checkbox"/> Filipino <input type="checkbox"/> Resident Foreigner <input type="checkbox"/> Non Resident Foreigner _____	
Tel. No. / Mobile No.	0910-123-4567		
Facsimile No.	N/A		
Email Address	juandelacruz@yahoo.com		
Residential Address	1 Dela Cruz St., Manila		
Civil Status	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Widowed	<input type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Widowed	
Name of Spouse (if applicable)	N/A		

The first part is the 'Personal Information'. This is pretty basic. It just asks for your personal details like name, address, contact numbers, etc. Make sure you put your correct Email address. COL Financial is an online brokerage, and hence, most of its correspondence will be via email. (Always check your Spam folder as well for COL's initial email and add this email address to your Contacts).

ADDITIONAL INFORMATION	PRIMARY ACCOUNT HOLDER	SECONDARY ACCOUNT HOLDER
Employment Status	<input checked="" type="checkbox"/> Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-employed <input type="checkbox"/> Others	<input type="checkbox"/> Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-employed <input type="checkbox"/> Others
TIN or SSS / GSIS No.	TIN: 123456789 SSS / GSIS No.	TIN SSS / GSIS No.
Name of Employer / Business	Uno Dos Tres Co.	
Office Tel. No.	123-4567	
Office Address	1 Salcedo St. Makati City	
DISCLOSURES	PRIMARY ACCOUNT HOLDER	SECONDARY ACCOUNT HOLDER
Are you a corporate officer or director of a PSE-listed company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, specify company name _____	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify company name _____
Are you an officer or employee of another Broker / Dealer?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, specify company name and provide a consent letter from employer _____	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, specify company name and provide a consent letter from employer _____
Other Brokers where you have an account.	1. N/A 2. N/A	1. 2.
Do you have an existing COL account? If yes, please indicate account number.	1. N/A 2. N/A	1. 2.

The 2nd part is 'Additional Information' and it asks about your employment details. If you are unemployed, just tick off that box and write N/A (Not Applicable) on the other boxes. Otherwise, answer all questions.

The 3rd part is 'Disclosures'. Again, pretty simple. Just answer either yes or no. If any part here doesn't apply to you, just write N/A.

FINANCIAL & INVESTMENT PROFILE	PRIMARY ACCOUNT HOLDER	SECONDARY ACCOUNT HOLDER
Assets	<input checked="" type="checkbox"/> <500,000 <input type="checkbox"/> <1 Million <input type="checkbox"/> <5 Million <input type="checkbox"/> >10 Million <input type="checkbox"/> Over 10 Million	<input type="checkbox"/> <500,000 <input type="checkbox"/> <1 Million <input type="checkbox"/> <5 Million <input type="checkbox"/> >10 Million <input type="checkbox"/> Over 10 Million
Net Worth	<input checked="" type="checkbox"/> <500,000 <input type="checkbox"/> <1 Million <input type="checkbox"/> <5 Million <input type="checkbox"/> >10 Million <input type="checkbox"/> Over 10 Million	<input type="checkbox"/> <500,000 <input type="checkbox"/> <1 Million <input type="checkbox"/> <5 Million <input type="checkbox"/> >10 Million <input type="checkbox"/> Over 10 Million
Annual Income	<input checked="" type="checkbox"/> <500,000 <input type="checkbox"/> <1 Million <input type="checkbox"/> Over 1 Million	<input type="checkbox"/> <500,000 <input type="checkbox"/> <1 Million <input type="checkbox"/> Over 1 Million
Source(s) of Income	<input checked="" type="checkbox"/> Salary <input type="checkbox"/> Business <input type="checkbox"/> Investments <input type="checkbox"/> Retirement <input type="checkbox"/> Others	<input type="checkbox"/> Salary <input type="checkbox"/> Business <input type="checkbox"/> Investments <input type="checkbox"/> Retirement <input type="checkbox"/> Others
Investment Experience	<input type="checkbox"/> None <input type="checkbox"/> Limited <input type="checkbox"/> Good <input type="checkbox"/> Extensive	<input type="checkbox"/> None <input type="checkbox"/> Limited <input type="checkbox"/> Good <input type="checkbox"/> Extensive
Investment Objectives (List 1-4 in order of priority)	<input checked="" type="checkbox"/> 3 Capital Preservation <input checked="" type="checkbox"/> 2 Long-term Investment <input type="checkbox"/> 1 Growth <input checked="" type="checkbox"/> 4 Speculation	____ Capital Preservation ____ Long-term Investment ____ Growth ____ Speculation
MAILING OF INVOICES, MONTHLY STATEMENT OF ACCOUNT AND OTHER COMMUNICATIONS		
On February 1, 2007, the Securities and Exchange Commission granted COL Financial Group, Inc. (formerly "CitisecOnline.com, Inc.") ("COL") exemptive relief from SRC Rule 30.2-2 and SRC Rule 52.1-8. Hence, all confirmation invoices, monthly statement of account and all other communications shall be sent via electronic mail to customer's email address.		
CUSTOMER BANK ACCOUNT DETAILS		
Bank Account Name	N/A	Bank Account Number
Bank Name		Bank Address
I/We confirm that all the information given in this CAIF are true and correct. COL is hereby authorized to verify the same from whatever sources it may consider appropriate. Any misrepresentation made on the submitted documents is sufficient ground for legal action against me/us and the rejection of this application. Should this application be denied, COL has no obligation on its part to furnish the reason for such rejection.		
Signature(s)		
<input checked="" type="checkbox"/> (Signature)	06/01/13	<input checked="" type="checkbox"/>
Primary Account Holder	Date	Secondary Account Holder
		Date

The 4th part is 'Financial and Investment Profile'. Just for compliance sake, let's tick off our choices here.

For the 'Investment Objectives', all you need is to number them according to your priority.

a. 'Capital Preservation', for lack of better explanation, is if you want to preserve your capital. You are very conservative in your approach to investing in that you want a guaranteed rate of return or at least just a return of what you originally invested.

b. 'Long-term Investment' is if you are ok to invest funds you won't be needing for at least 5 years or more.

c. 'Growth' is if you want your investments to grow at a rate faster than what regular banks give.

d. **'Speculation'** is if you have a very aggressive approach to investing. You are willing to take on higher risks just to have a higher rate of investment return.

For **Bank Information**, it is really up to you to fill this part out, but it is NOT mandatory that you have a bank account before you can open a COL account. If you don't have one (or you just don't want to divulge the info), you may just write N/A.

On the signature part, just sign on the first line (Primary Account Holder).

24. **CAPACITY TO CONTRACT**
By signing below, Client hereby represents and warrants full legal capacity and authority to enter into and be bound by this Agreement.

25. **NOTICES**
25.1 All notices to COL shall be sent to:
2482-B East Tower, Philippine Stock Exchange Centre
Exchange Road, Ortigas Center, Pasig City, 1605 Philippines
25.2 Unless otherwise advised, all notices to the Client shall be sent to:
1 Dela Cruz St.
Manila

26. **DISPUTES**
In case of any dispute arising from or in connection with this Agreement or its proper interpretation, Client shall first try to resolve the same with COL amicably and in good faith. Should COL and Client fail to resolve any such dispute within two (2) months from the date of written notice by one party to the other, Client agrees that the exclusive venue for any suit arising from this Agreement shall be the proper courts of Pasig City, Philippines.

27. **COSTS OF COLLECTION**
Client authorizes COL to charge the OSTA for any reasonable direct or indirect costs of collection, including but not limited to attorney's fees, court costs, interest, and other related expenses.

28. **APPLICABLE RULES AND REGULATIONS**
28.1 All transactions in the OSTA, as executed by COL or its agents, including its subsidiaries and affiliates, shall be subject to the constitution, rules, regulations, customs and usages of the PSE and its clearinghouse, if any.
28.2 The transactions shall likewise be subject to the provisions of all applicable laws, including the SEC or any amendments thereto, and all pertinent rules and regulations imposed and administered by the SEC and the PSE, among others.

29. **GOVERNING LAW**
All matters pertaining to the interpretation and implementation of this Agreement and all disputes arising therefrom shall be exclusively governed by and construed in accordance with Philippine law.

IN WITNESS WHEREOF, Client has hereunto set his hand this 1st day of June, 2019 in Pasig City, Philippines.

INDIVIDUAL CLIENTS: **CLIENT CORPORATION:**

(Signature)
Juan Dela Cruz
Full Name and Signature (Primary)

By: _____
Full Name and Signature (Authorized Signatory)

Full Name and Signature (Secondary)

Full Name and Signature (Authorized Signatory)

Last is the signature part on page 4 of Online Securities Trading Agreement. Please write your address on #25.2. Write the date when you signed the document. Write your name and sign on the first signature line (Primary).

We also have 2 signature cards to sign, same as what banks usually require us when we open an account with them.

For **Joint Accounts**, it is basically the same procedure, except that you need to write down the details of the other party on the 'Secondary Account Holder' portion. Secondary Account Holders may be your spouse, parent, sibling, adult child, a friend, any relative or anyone for that matter.

For **Minors** (below 18 yrs), parents may open an ITF Account for them. This is how to fill out the app.

PERSONAL INFORMATION		PRIMARY ACCOUNT HOLDER	SECONDARY ACCOUNT HOLDER
Last Name	Dela Cruz	Dela Cruz	Dela Cruz
First Name	Juan	Juanita	Juanita
Middle Name	Ponce	Santiago	Santiago
Gender	<input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	<input type="checkbox"/> Male <input checked="" type="checkbox"/> Female
Date of Birth (Month/Day/Year)	01/01/1970	07/31/2012	07/31/2012
Place of Birth (Town/City/Province)	Manila	Manila	Manila
Citizenship	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Resident Foreigner <input type="checkbox"/> Non-Resident Foreigner	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Resident Foreigner <input type="checkbox"/> Non-Resident Foreigner	<input checked="" type="checkbox"/> Filipino <input type="checkbox"/> Resident Foreigner <input type="checkbox"/> Non-Resident Foreigner
Tel. No. / Mobile No.	0910-123-4567	N/A	N/A
Facsimile No.	N/A	N/A	N/A
Email Address	juandelacruz@yahoo.com	N/A	N/A
Residential Address	1 Dela Cruz St., Manila	same	same
Civil Status	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Widowed	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Widowed	<input checked="" type="checkbox"/> Single <input type="checkbox"/> Separated <input type="checkbox"/> Married <input type="checkbox"/> Widowed
Name of Spouse (if applicable)	N/A		

Instead of ticking off 'Individual', tick off 'Others' and write ITF. On the 'Secondary Account Holder' portion, write the details of the child.

ADDITIONAL INFORMATION	PRIMARY ACCOUNT HOLDER	SECONDARY ACCOUNT HOLDER
Employment Status	<input checked="" type="checkbox"/> Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-employed <input type="checkbox"/> Others	<input type="checkbox"/> Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-employed <input type="checkbox"/> Others
TIN or SSS / GSIS No.	TIN: 123456789 SSS / GSIS No.	TIN: SSS / GSIS No.
Name of Employer / Business	Uno Dos Tres Co.	N/A
Office Tel. No.	123-4567	
Office Address	1 Salcedo St. Makati City	
DISCLOSURES	PRIMARY ACCOUNT HOLDER	SECONDARY ACCOUNT HOLDER
Are you a corporate officer or director of a PSE-listed company?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, specify company name	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, specify company name
Are you an officer or employee of another Broker / Dealer?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, specify company name and provide a consent letter from employer	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, specify company name and provide a consent letter from employer
Other Brokers where you have an account.	1. N/A 2. N/A	1. N/A 2. N/A
Do you have an existing COL account? If yes, please indicate account number.	1. N/A 2. N/A	1. N/A 2. N/A

FINANCIAL & INVESTMENT PROFILE	PRIMARY ACCOUNT HOLDER	SECONDARY ACCOUNT HOLDER
Assets	<input checked="" type="checkbox"/> <500,000 <input type="checkbox"/> <1 Million <input type="checkbox"/> <5 Million <input type="checkbox"/> >10 Million <input type="checkbox"/> Over 10 Million	<input checked="" type="checkbox"/> <500,000 <input type="checkbox"/> <1 Million <input type="checkbox"/> <5 Million <input type="checkbox"/> >10 Million <input type="checkbox"/> Over 10 Million
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Source(s) of Income	<input checked="" type="checkbox"/> Salary <input type="checkbox"/> Business <input type="checkbox"/> Investments <input type="checkbox"/> Retirement <input type="checkbox"/> Others	<input type="checkbox"/> Salary <input type="checkbox"/> Business <input type="checkbox"/> Investments <input type="checkbox"/> Retirement <input type="checkbox"/> Others <i>N/A</i>
Investment Experience	<input type="checkbox"/> None <input type="checkbox"/> Limited <input type="checkbox"/> Good <input type="checkbox"/> Extensive	<input type="checkbox"/> None <input type="checkbox"/> Limited <input type="checkbox"/> Good <input type="checkbox"/> Extensive
Investment Objectives (List 1-4 in order of priority)	<u>3</u> Capital Preservation <u>2</u> Long-term Investment <u>1</u> Growth <u>4</u> Speculation	<u>3</u> Capital Preservation <u>2</u> Long-term Investment <u>1</u> Growth <u>4</u> Speculation
MAILING OF INVOICES, MONTHLY STATEMENT OF ACCOUNT AND OTHER COMMUNICATIONS		
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CUSTOMER BANK ACCOUNT DETAILS		
Bank Account Name	<i>N/A</i>	Bank Account Number
Bank Name		Bank Address
I/We confirm that all the information given in this CAIF are true and correct. COL is hereby authorized to verify the same from whatever sources it may consider appropriate. Any misrepresentation made on the submitted documents is sufficient ground for legal action against me/us and the rejection of this application. Should this application be denied, COL has no obligation on its part to furnish the reason for such rejection.		
Signature(s)		
<input checked="" type="checkbox"/> (Signature)	<u>06/01/13</u>	<input checked="" type="checkbox"/> <u>Juanita Dela Cruz</u> <u>06/01/13</u>
Primary Account Holder	Date	Secondary Account Holder Date

On the signature portion, the adult signs as the Primary Account Holder on the first line, and writes the name of the child on the second line. Be sure to put on the date when you accomplished the forms.

24. CAPACITY TO CONTRACT
By signing below, Client hereby represents and warrants full legal capacity and authority to enter into and be bound by this Agreement.

25. NOTICES
25.1 All notices to COL shall be sent to:
2482-9 East Tower, Philippine Stock Exchange Centre
Exchange Road, Ortigas Center, Pasig City, 1605 Philippines
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1 Dela Cruz St.
Manila

26. DISPUTES
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28.1 All transactions in the OSTA, as effected by COL or its agents, including its subsidiaries and affiliates, shall be subject to the constitution, rules, regulations, customs and usages of the PSE and its clearinghouse, if any.
28.2 The transactions shall likewise be subject to the provisions of all applicable laws, including the SRC or any amendments thereto, and all pertinent rules and regulations imposed and administered by the SEC and the PSE, among others.

29. GOVERNING LAW
All matters pertaining to the interpretation and implementation of this Agreement and all disputes arising therefrom shall be exclusively governed by and construed in accordance with Philippine law.

IN WITNESS WHEREOF, Client has hereunto set his hand this 1st day of June, 2013 in Pasig City, Philippines.

INDIVIDUAL CLIENTS: **CLIENT CORPORATION:**

(Signature)
Juan Dela Cruz
Full Name and Signature (Primary)

By: _____
Full Name and Signature (Authorized Signatory)

Juanita Dela Cruz
Full Name and Signature (Secondary)

Full Name and Signature (Authorized Signatory)

Same thing here and on the signature cards. The adult writes his name and signs on the first line, and writes the name of the child on the second line.

In addition, the Primary Account Holder must print and sign the [Supplementary Form for ITF Accounts](#), and attach it to the app before submitting.

There you have it. Now, that you've filled out the forms, just attach a copy of your ID (please sign on the copy 3x) and a billing statement (credit card, electric, water, mobile, phone, bank statement, etc.).

Once everything is ready, either you submit personally to COL or have it picked up (within Metro Manila only). Call COL's hotline at 651-5888.

For TrulyRichClub members, we do have a point person in COL to whom you can scan/email the documents first before mailing just to make sure everything is ok to avoid delays.

Thanks & God bless,



If you have any related questions or want guidance please contact our **Concierge Director, Ms. Joey** via:

1. Call/Text: **0917-8990296**
2. Official FB Page: <https://www.facebook.com/TheOfficialTrulyRichClub>
3. Email: supportgold@boclubs.com

P.S. 1. [COL Financial, Inc.](#) is the recommended Stock Broker of Bro. Bo Sanchez to all his TRC Members.

P.S. 2. Wanna join us at the '*Happiest Place on Earth*'? We do a meet and greet with Bro. Bo every Sunday at the **Feast PICC**. Please feel free to join us after the 3rd session. For Feast schedules in PICC and other areas around the metro, please refer to the right side of **Kerygma Family** homepage.