

**RM Number** *(to be filled-out by the Bank)*
**Account Name**
**Date**
 **Payroll Account**      **If yes, please indicate Company Name:** \_\_\_\_\_

**Please make the following changes to my personal contact information with the Bank:**

- Change my primary Landline number**
- From* : \_\_\_\_\_
- To* : \_\_\_\_\_
- Change my primary mobile number**
- From* : \_\_\_\_\_
- To* : \_\_\_\_\_
- Change my email address**
- From* : \_\_\_\_\_
- To* : \_\_\_\_\_


**Please apply the changes in my personal contact information to the following Metrobank Retail Online Channels:**

- Metrobank Mobile App /  
 Metrobank Online  
 (<https://onlinebanking.metrobank.com.ph>) \_\_\_\_\_  
*(Indicate username)*

**Instructions:**


1. Please fill out this form completely. Your signature in this document should match the one in our file and the valid ID presented to us.
2. No alterations/insertions allowed on the contact information and username of the client.
3. Upon successful validation of your contact information, request will be implemented within one (1) to seven (7) banking days.
4. Expect text messages sent to your old & new mobile numbers, confirming your request to update contact information has been served.

**Other Client Instructions/Account Maintenance Requests**
**Type of ID Presented**
**ID Number**



\_\_\_\_\_

**Accountholder's Name and Signature**



\_\_\_\_\_

**Accountholder's Name and Signature**

**For Bank's Use Only**
**Reviewed and Verified by**

\_\_\_\_\_

**Signature Over Printed Name**

\_\_\_\_\_

**Date**