

ATM Card Activation

- ATM Cards are requested to Metrobank once a recruit has been coded
- Metrobank processes and releases ATM Cards within **10 working days**
- Allianz PNB Life's Licensing Department will send the following to the respective Regional Business Centers (RBC) care of assigned Business Development Specialist (BDS)

ATM Card New-Hire Kit:

- ATM card with PIN Mailer
- Instruction for ATM Activation Form
- Customer Information Form with Customer Signature Card
- Authorization Letter to Pick-up Document(s)
- The assigned BDS will be responsible for distributing ATM Card New-Hire Kits through:
 - Managing Partners or Agency Leaders (Agency)
 - Regional Business Managers or Sales Managers (Bancassurance)
- Once intermediaries receive the ATM Card New-Hire Kits, they must accomplish the following:
 - **Instructions for ATM Activation Form** (Signature over printed name and date)
 - **Customer Signature Card** (3 Specimen Signature)
 - At the back of the **Customer Information Form**:
 - **Deposit Account Agreement** (Signature over printed name and date)
 - **Data Privacy Agreement** (Signature over printed name and date)
 - **Authorization Letter to Pick-up Document(s)** (Signature over printed name and date)
- Intermediaries must attach a photocopy of two (2) valid government IDs (SSS/UMID, TIN, Passport) with declared address and full name, along with their three (3) specimen signature.
- If the recruit does not have an ID with his/her declared address, a Barangay Clearance or Proof of Billing may be provided.
- Submit COMPLETE forms to your respective BDS within 14 days from the date of receipt. Failure to submit the forms within the deadline will result in deactivation of the ATM card.
- BDS will forward the documents to:
 - Licensing Department - Allianz PNB Life Insurance, Inc.**
 - 9th Floor, Allied Bank Center,
 - 6754, Ayala Avenue corner Legaspi Street
 - Makati City, Philippines
- ATM card will automatically be deactivated after 90 days from the date of application if no commission is credited or if it has not been activated.
- **Erasures or alterations will not be allowed.** If an intermediary finds any discrepancy on any information indicated on the Customer Information Form, he/she can go to any Metrobank branch and sign a Customer Maintenance and Instruction Form to update the incorrect information.