

ENTERPRISE EXTENSION (EE) SIM REGISTRATION FORM
(Email to: EESimReg@smart.com.ph)

SMART Enterprise Extension (EE) Subscribers will be required to provide the Personal Information indicated with (*) asterisks below to register their EE Postpaid Mobile Number/s, along with a copy of a Valid Government ID.

The following should be emailed as attachments in a single email to EESimReg@smart.com.ph:

- (1) Scanned Copy of this Completely Accomplished EE SIM Registration Form with Personal Information Update Form, with Signature on Attestation section.
- (2) Scanned Copy of Valid Government-Issued ID (View list of acceptable IDs in the FAQs page; For faster registration, please upload a valid Government ID with your birthdate, sex, and residence address. If present address is not reflected on the Government-issued ID, please also submit Proof of Billing for verification.)
- (3) Selfie Photo

For FOREIGN NATIONAL end-user, the following information and documents shall be required:

(A) Scanned Copy of this Completely Accomplished EE SIM Registration Form with Personal Information Update Form, with Signature on Attestation section.

(B) Scanned Copy of Passport Data page (with photo & signature) - Your Name, Sex, Birthdate, and Nationality, as noted in your passport, will be used to validate the information you submit in the SIM Registration form.

Depending on whether you are visiting as a tourist or under another type of visa:

B.1. For Tourists

- Proof of Address in the Philippines
- Return ticket showing the data and time of your departure from the Philippines

B.2. For Other Types of Visas

- Proof of Address in the Philippines
- Alien Employment Permit issued by the Department of Labor and Employment
- Alien Certificate of Registration Identification Card (ACRI-Card) issued by the Bureau of Immigration
- School registration and ID (for students only)

(C) Selfie Photo - Kindly provide a clear copy of your selfie photo (no glare, avoid too much light to overexpose your shot); similar to the dimensions of 2x2 photo/passport photo.

For Frequently Asked Questions (FAQs) and to read the Privacy Notice, please visit

<https://pldtenterprise.com/faqs>



ENTERPRISE EXTENSION (EE) SIM REGISTRATION FORM

Fill in all the required information. Do not leave an item blank.
Kindly write legibly and countersign any erasures.

SUBSCRIBER INFORMATION *Required

Mobile Number/s for SIM REGISTRATION <small>(You may indicate more than one Postpaid Mobile Number under your Subscriber Account in the spaces provided. Please follow this format: 0919XXXXXXX)</small>	1	4	7	10
	2	5	8	11
	3	6	9	12

SUBSCRIBER NAME: (First Name/ Middle Name/ Last Name)*
(Name as it appears on your Valid Government-Issued ID)

BIRTHDATE: (MM/DD/YYYY)*

NATIONALITY:* (For Foreign Nationals, please refer to instructions A, B, and C above)

SEX:*

MALE

FEMALE

Present or Official Residence Address:* Building, Street Barangay City Province Zip Code

Type of Government ID Submitted:*

ID Number of Government ID Submitted:*



Subscriber Information Update Form

To keep your Account Records updated and to ensure that we can continue to serve you better, please accomplish this Subscriber Information Update Form.

All fields below are required and must be completely accomplished. Kindly write legibly and countersign any erasures.

SUBSCRIBER INFORMATION

RESIDENCE TEL. NUMBER: *	BUSINESS NUMBER / OFFICE LANDLINE: *
OTHER / ALTERNATIVE MOBILE NUMBER AS CONTACT NUMBER: *	
ACTIVE EMAIL ADDRESS: * (Your Electronic Statements of Accounts or eSOAs will be sent to this email address)*	

SUBSCRIBER'S ATTESTATION AND CONFORME:

All information that I have stated in this **EE SIM Registration Form** & **Subscriber Information Update Form**, including all supporting documents that I have submitted, are true and correct. I personally accomplished said forms. I understand that I may be requested by SMART via email or phone call during its verification process to submit requirements to facilitate the registration of my SIM/s. I hereby authorize SMART to register my Enterprise Extension Postpaid SIM/s using the personal information provided herein to comply with the SIM Registration Act.

I have voluntarily provided updated personal information in the **Subscriber Information Update Form** to update my Account Records with SMART as part of my Service Contract. My signature below signifies that I have read and understood **the Privacy Notice**, the updated Terms and Conditions for SMART Enterprise Extension Postpaid Plans along with the Individual Subscriber Declaration as presented to me via this <https://pldtenterprise.com/faqs> and/or through the advisory emails from SMART.

Subscriber's Signature over Printed Name / Date Signed