

### Business Loan Application Requirements

- \*Fully filled out application form
- \*Two (2) valid government issued ID of the principal borrower
- \*Latest three (3) months bank statements for all accounts
- \*Sample check for each checking account

- \*Updated Mayors Permit
- \*Updated Barangay Business Permit
- \*Proof of billing for business and residence
- \*BIR COR 2303
- \*Pictures of Business/Office/Warehouse/Stocks

#### Additional requirements for specific type of business:

##### Sole Proprietorship

- DTI Certificate of business name registration

##### Partnership

- Business TIN ID proof (BIR Certificate of Registration)
- SEC Certificate of Incorporation/Registration

##### Corporation

- \*SEC Certificate of Incorporation/Registration
- \*Latest General Information Sheet (GIS)
- \*Secretary's Certificate with Board Resolution (to follow)

Loan Details		REMARKS:
Loan Applied	Preferred Payment Term	

Purpose of Loan

Sales Affiliate (if there's any)

### Applicant's Basic Information

Last Name	First Name	Middle Name	Suffix	Birth Date

Mobile Number 1	Mobile Number 2	E-mail Address	Place of Birth

Residential address (Building no.   Block   Street   Building   Subdivision/Village   Barangay   Province/City   Municipality)	Zip Code	Years of Stay

Gender	Civil Status	Spouse Full Name	Mobile Number	Email

Mother's Maiden Name	Other Income/Source of Funds	Other business

Business Authorized Representative (Full Name)	Position	Mobile Number	Email

How to contact you	House is Rented? Owned?	Rental Fee	SSS Number	TIN Number
<input type="checkbox"/> SMS/Call <input type="checkbox"/> WhatsApp/Viber <input type="checkbox"/> Messenger	<input type="checkbox"/> Rented <input type="checkbox"/> Owned			

### Business Information

Registered Business Name	Business Type	No. of Employees	No. of branches

Industry Type/ Nature of Business	Specific Products or Services

Business address (Building no.   Block   Street   Building   Subdivision/Village   Barangay   Province/City   Municipality)	Zip Code	Years of Stay

Business TIN	Business SSS	Reg. Year	Landline	Business website	Business Social Media Account/s

Gross Sales/Mo	Cost of Sales/Mo	Monthly Gross Income	Initial Working Capital	Daily Sales

Business is Rented? Owned?	Rental Fee	Total monthly payroll	Facebook Page
<input type="checkbox"/> Rented <input type="checkbox"/> Owned			

### Reference List

Major supplier's business name	Major suppliers' contact person	Major suppliers' contact number

Major clients' business name	Major clients' contact person	Major clients' contact number

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### Existing loans

Financing / Lending / Bank	Credit line	Last Loan	Maturity	Loan Type	Collaterals Offered

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### Bank Information

Main/Primary bank name	Bank Branch	Account Number	Account Name	Year Opened

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NOTE: No fees or hidden charges to be collected upon application.

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Full Name and Signature