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**LIST OF REQUIREMENTS – CORPORATION****1. ORIGINAL AND FULLY ACCOMPLISHED APPLICATION FORM WITH 2X2 PICTURE**

- BORROWER
- CO-BORROWER

PAGE 1: Borrower and Co-Borrower Information with signature on the 2<sup>nd</sup> Page  
PAGE 2: Bank Information (with Contact Person)  
Trade References (At least 3 Customer and 3 Supplier Contact Details)  
PAGE 3: Signed Authority to Verify Bank Information (AVBI)  
PAGE 4: Signed Authority to Verify Premises (with Business and Residence Sketch)

Note: All applications must have Co-Borrower. Co-Borrower must be the 2<sup>nd</sup> highest share in the corporation. We will require 3<sup>rd</sup> Borrower if the combined share of the two highest shareholders didn't meet at least 50%. If there's a signatory on the check that does not belong to the two highest shareholders, he/she will be added as the 3<sup>rd</sup> borrower.

**2. LATEST THREE (3) MONTHS CHECKING ACCOUNT BANK STATEMENT AND/OR PASSBOOK WITH CHECK SERIAL NUMBER (TRANSACTION DETAILS)****Optional: SAVINGS ACCOUNT**

Note: Checking Account must be existing or active for at least 1 year. If the Checking Account has an Auto Transfer Account, Savings Account must be submitted as well (vice versa). Savings Account serves as additional account to increase loan offer and increase approval rate. Contact person from your branch might be requested to expedite the process.

**3. UPDATED GENERAL INFORMATION SHEET (GIS) with SEC EMAIL CONFIRMATION/ STAMPED****4. ONE (1) VALID ID (SSS, UMID, PASSPORT, PRC OR DRIVER'S LICENSE)**

- BORROWER
- CO-BORROWER

**5. SEC with ARTICLES OF INCORPORATION/BY LAWS****6. MAYOR'S PERMIT (Must be valid in time of application)****7. PROOF OF BILLING (LATEST)**

- RESIDENCE ADDRESS
- OFFICE/BUSINESS ADDRESS

Note: If the Residence and Office/Business is located in the same Address, it is okay to submit 1 Proof of Billing only. If not, kindly send 1 each and indicate which one is a POB of Residence and POB of Office/Business. In case the POB is named under the landlord, kindly provide Lease Contract. Proof of billing must be at least from the previous month or the most recent statement available.

**FOR LOAN REQUESTS HIGHER THAN 2,000,000:****8. 2024 INCOME TAX RETURN WITH BIR STAMP AND PAYMENT VALIDATION****9. 2024 AUDITED FINANCIAL STATEMENT WITH 2023 COMPARATIVE**

Statement of Financial Position (Balance Sheet) Statement of  
Comprehensive Income (Income Statement) Statement of  
changes in Equity  
Statement of cash flows Notes to  
Financial Statements

**10. LIST OF ON-GOING PROJECTS AND/OR CONTRACT (USE ABU-EMP TEMPLATE)****11. BIR 2303 CERTIFICATE OF REGISTRATION (COR)**