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

- BORROWER
- CO-MAKER

PAGE 1: Borrower and Co-Maker 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-Maker. Co-Maker must be an immediate family member such as spouse, child of legal age, parents and siblings. If the Co-Maker has no immediate family member, the other options could be a business partner or a senior staff of the business.

**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. ONE (1) VALID ID (SSS, UMID, PASSPORT, PRC OR DRIVER'S LICENSE)**

- BORROWER
- CO-MAKER

**4. DTI PERMIT****5. MAYOR'S PERMIT (Must be valid in time of application)****6. 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:****7. 2024 INCOME TAX RETURN WITH BIR STAMP AND PAYMENT VALIDATION****8. 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

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