

In case of loan renewal or restructuring, are there any updates from previous submission? Yes No (If yes, kindly provide details)

# **BUSINESS LOAN APPLICATION FORM**

Co	operative (Pl	Partner	rship On			Corpora N/A if not		Cor	poratio	on
A. BUSINESS INFOR										
Registered Business Nam	<b>ne</b> (Trade Name	):								
Principal Business Address: (Unit #, Building/House #, Street, Subdivision/Barangay/District, Municipality/City, Province, Zip Code)										
Website/social media (Bo	usiness):						TIN:			
Business address	Owned (une	encumbered)	Years the Busi	iness has	bee	n in	Number of h	rane	-hos·	
ownership:	Owned (mo	· · · · · · · · · · · · · · · · · · ·	operation: years				Number of branches: Number of subsidiaries:			
Nature of Business (Based		ce):	P	lease sp	ecify	business a	activity:			
Business regis	stration	Date of	f Business Regis	tration	Ехрі	ry Date of	Registration		Dogistrot	tion Number
(Check all that	apply)		(mm/dd/yyyy)			(mm/dd,	/уууу)		Kegistrai	tion Number
CDA										
DTI										
SEC										
BIR										
Barangay/Mayor's Peri	mit									
Others (Please specify):			** > 11	·						
Indicate whether the business:1	ls at	least 20% own	ority) owned by ed by female/s; <i>i</i> ectors composed	AND (i) h	as at			00/1	President/	Vice President;
<b>Firm Size</b> <sup>2</sup> (Total assets excl Micro (not more than			siness entity's office nall (Php3,000,00	-	-	ipment are s	ituated) ³ Medium (P	hp15	5,000,001 t	to 100M)
Annual Sales or Revenue		mber of employees: (Please indicate all paid employees and/o Full-time: Part-tir					or directly involved in business operations) ime/Contractual:			
B. CONTACT INFORI	MATION <sup>4</sup>									
Authorized Representati									Governm	ent ID:
(First Name)		(Middle Name	<i>'</i>	•	Nam		(Suffix, if applice	able)		N 4 - 1 -
Date of Birth (mm/dd/yyyy)	Mobile Nun	nber: La	andline No. (Area	Code, Num	nber)	Email Add	ress:		Sex:	Male Female
Authorized Representation (First Name)	ive 2:	(Middle Name	-1	(Last	Mann	-1	(Suffix, if applica	, b ( a )	Governm	ent ID:
Date of Birth (mm/dd/yyyy)	Mobile Nun		andline No. (Area			Email Add	· · · · · · · · · · · · · · · · · · ·	ible)	Sex:	Male
										Female
Top Trade References: (u										
Name of Top Supplie	ers Goods	Supplied/ Ser	rvices Rendered		Conta	act Person		(	Contact N	lumber
Name of Tan Contain		- D	ervices Availed			4 D			C44 N	
Name of Top Custom	ers Good	s Purchased/Se	ervices Availed		Lonta	act Person			Contact N	lumber
C. LOAN APPLICATI	ON INFORM	/ATION								
Loan amount applied fo			): Php				Tenor	:	month	S
Proposed frequency of	Weekly	Monthly	Quarterly	Annually	y	Lump sur			se specify):	
repayment <sup>5</sup> :										
Facility: Term Loan Others (Please	Purpo	Purpose: Construction/Development of real estate			Purcha	Business expansion Purchase of equipment/motor vehicles Purchase of biological asset				
	'	Loan t	takeout/refinanc	ıng					ise specify): _	
Type of Unsecured Lo	an <i>If secu</i>	red loan, please	mark appropria	te box/es	:					
<b>Loan:</b> Secured Loan			l estate (e.g., land,							
		in secured by mov	<del>-</del>							
	Red	Receivables & any other claims to payment  Title documents (e.g., warehouse receipt, bill of lading)  Intellectual Property  Others (Please specify):  Equipment				Please specify):				
		Financial assets (e.g., deposits, tradable securities, company shares)  Inventory								
		Loan backed by third party credit guarantee/continuing suretyship								

This information will solely be used to monitor information on business ownership/management in the country. Responses in this part will not affect the assessment and approval of your loan application.

Subject to bank verification
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	DRMATI	ON						
Source of Funds for		Revenue	Savings a	nd/or Investment				
Repayment of Loans:	: ,	Asset Sale	Others (Pa	lease specify):			_	
Existing Deposit and	E-Money	, Accoun	ts (please indicate top 3 in	terms of outstanding be	alance, use	e additional s	heet if neces	sary)
Name of Financial Institution			Type of Acc	ount		Year Opened	Account Ownership	
		Savings	Checking E-wallet	Others (Please sp	pecify)		Personal	Business/Merchant
		Savings	Checking E-wallet	Others (Please sp	pecify)		Personal	Business/Merchant
		Savings	Checking E-wallet	Others (Please sp	pecify)		Personal	Business/Merchant
Existing Loans (please	indicate top	p 3 in terms	s of loan amount, use addit	tional sheet if necessar	ry)			
Name of Financial Institution Loan am		amount Date Granted (mm/yyyy)		Maturity Date (mm/yyyy) Outstandi Balance		tanding lance	ng Collaterals offere (if applicable, indicate if rea movable property, etc.	
Existing Credit Cards		dicate top 3				<u> </u>		
Name of Finand Institution	cial		Credit Limit	Outstanding	g Balan	ce	Туре	of Ownership
						P	ersonal	Business
						P	ersonal	Business
						P	Personal Business	
c. to comply with the band. to offer and provide new I/We confirm that I/we am/are anformation, or withdraw my/our/We understand that this conse/We further warrant that, prior	prmation obta processed, stored purposes ns which the k's internal pow w or related p aware that, in consent to t ent shall cont to submittir	ained in the red, updated, and requests; borrower requires and its products and a case of unlar he use of any tinue to be ing to the fin	course of any transaction/s p or disclosed by the bank: juests, allows, or authorizes; reporting obligations to gover services of the bank, its affiliate wful acquisition, inaccuracy, and y information provided herein, s on effect for 10 years or until 6 ancial institution any informati	nment authorities under all is and subsidiaries through a lerror, I/we have the right subject to the rights and liexpiration of the records a long (including personal information)	relationship of the population	vs; an d , SMS or other update, dispute, nder the DPA. nits set by app of an individual	means of commeans	and sensitive personal munication. ct certain personal laws, whichever comes late
authorizations and consents as I/We understand that should I/w the rights and limitations un Poblacion, Ibaan, Batangas and m  I/We understand that my/our Corporation (CIC) pursuant to my/our basic credit data may establishing my/our creditwo I/We understand and agree to I/We have read and understand.	e wish to acceder the DP nay lodge con basic credion R.A. 9150 thus be sharthiness.	ess, update, d A, I/we may explaints with, t data, as we and its Implainted with ot all data prival	ispute, block, or correct certain y communicate with the <u>Ban</u> and/or seek assistance from the ell as any regular updates or ementing Rules and Regulat her lenders authorized by the	information, or withdraw c gko Kabayan Inc. (A Private the National Privacy Commit r corrections thereof, ar ions for consolidation a ne CIC, and other report this form, may be requ	consent to the Developme ission.  The mandate and disclositing agencial income	ne use of any of nt Bank)'s Data d to be subm ure as may be ies duly accre	the information Protection ( itted to the Control authorized by the Co	n provided herein, subject Officer at <u>Santiago St,</u> Tredit Information by the CIC. Consequently
I/We have read and understo	od and cons	sent to be b	ound by all the terms and co	onditions stated above				

Third party credit quarantor	and/or security grantor (i.e.	a narson or antity who	arante a cocurity interest in	collatoral to secure the obliga	ation of the horrower
rillia party creatt quarantor	and/or security grantor (i.e.	, a person or entitly wind i	grants a security unterest ur	colluteral to secure the oblig	utton of the portower

Printed Name	Affiliation	Relationship with Borrower	Contact Information (address, contact number)	
1.				
2.				
3.				

<sup>&</sup>lt;sup>6</sup> Name, address, gender, age, marital status, contact details, birthday, SSS/GSIS, TIN, education, employment or financial or medical information, spouse details, preferences, behavior, and other information classified as "personal data", "personal information", or "sensitive personal information" under the DPA, and those of the Borrower's authorized representative/s, as well as accounts, transactions, and communications.

#### **CHECKLIST OF SUPPORTING DOCUMENTS**

The checklist enumerates the types of supporting documents that the borrower may present to facilitate the financial institution's evaluation of the loan application. Borrowers are <u>not</u> expected to provide all the listed documents but only those that are applicable.

After the initial loan application screening, additional information (using separate sheet or form) may be requested to further evaluate the loan application and the security being offered. The financial institution may also require additional documents, as deemed necessary.

For the financial institution to better consider the application, additional post-approval documents not specified in the list may be required, as applicable.

### **Basic Documents**

Filled-out and signed application form Clear copy of one (1) valid governmentissued ID of authorized representative, if applicable

Board/Partnership Resolution or Secretary's Certificate authorizing the loan and indicating the authorized person/s to transact with the bank and sign relevant documents

Special Power of Attorney, if applicable Certificate of Registration with Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)

Proof of Business Registration and Supporting Documents: (Please check applicable item/s)

Cooperative

Certificate of Registration with Cooperative Development Authority (CDA) Certificate of Compliance, if applicable List of elected officers

Partnership

Certificate of Registration with Securities and Exchange Commission (SEC)

Articles of Partnership

Corporation/One-person Corporation Certificate of Registration with SEC General Information Sheet (GIS), if applicable

Latest amended Articles of Incorporation and By-Laws

### **Income Documents** (Please check applicable item/s)

Photocopy of Audited Financial Statements for the past 3 years with latest Income Tax Return (ITR) or Photocopy of in-house financial statements or pre-operating financial statements

Bank statements or photocopy of passbook for the past 6 months

Business background/Company profile

Proof of other income, if any

## **Other Supporting Documents**

Billing statement of utilities for the past 3 months

Statement of Account from current lender and official receipts for the past 3 months (if loan purpose is refinancing/loan takeout)

Others (please specify): \_\_\_\_\_\_

# Supporting documents for secured loan

**Security Documents** (Please check applicable item/s)

Photocopy of Transfer Certificate of Title (TCT)/ Condominium Certificate of Title (CCT) Photocopy of Tax Declaration (for land and

improvement)

Location/Vicinity Map

Land Transportation Office (LTO) Official Receipt (OR)/ Certificate of Registration (CR) or Deed of Sale of Motor Vehicle

Reservation Agreement or Contract to Sell or Statement of Account (for Deed of Assignment (DOA) accounts only)

If secured by a Continuing Suretyship:

Basic Documents (as enumerated in this form) of the Surety

Income Documents (as enumerated in this form) of the Surety

#### If construction loan

Building/Floor plan of proposed improvement Bill of materials Specification of proposed finishes Building permit

### Others

Appraisal fee		
Additional security documents	(Please specify):	

# Post-approval requirements for real estate collateral-backed

**loans** (Please check applicable item/s)

Original owner's copy of TCT/CCT

Original Tax Clearance

Certified true copy of latest Tax Declaration Insurance policy/ies (for properties with improvements)

Master Deed of Declaration (for condominium only)

Photocopy of latest full year Real Estate Tax Receipt

Price quotation of the property (for property acquisition)

Affidavit of Consent to Mortgage Family Home Others (please specify): \_\_\_\_\_

# Other post-approval requirements

Certificate of Ownership for movable property (e.g., motor vehicles, etc.)

### FOR BANK REFERENCE ONLY

# PHILIPPINE STANDARD INDUSTRIAL CLASSIFICATION (PSIC)

- A Agriculture, Forestry & Fishing
- B Mining and Quarrying
- C Manufacturing
- D Electricity, Gas Steam and Air-conditioning Supply
- E Water Supply, Sewerage, Waste Management and Remediation Activities
- F Construction
- G Wholesale & Retail Trade; Repair of Motor Vehicles & Motorcycles
- H Transportation & Storage
- I Accommodation & Food Services Activities
- J Information & Communication
- K Financial & Insurance Activities
- L Real Estate Activities
- M Professional, Scientific & Technical Activities
- N Administrative & Support Service Activities
- O Public Administration & Defense; Compulsory Social Security
- P Education
- Q Human Health & Social Work Activities
- R Arts, Entertainment and Recreation
- S Other Service Activities
- T Activities of Household as Employers; Undifferentiated Goods- and- Services- Producing Activities of Households for Own Use
- U Activities of Extraterritorial Organizations and Bodies