



New Application  Additional Loan  Renewal  Restructuring  
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

COOPERATIVE  PARTNERSHIP  ONE-PERSON CORPORATION  CORPORATION

(Please check the appropriate circle and indicate N/A if not applicable)

### A. BUSINESS INFORMATION

Registered Business Name: (Trade Name) \_\_\_\_\_

Principal Business Address: (Unit #, Bldg./House #, St., Subd./Brgy./Dist., Mun./City, Province, Zip Code) \_\_\_\_\_

Website/Social Media: (Business) \_\_\_\_\_ Tax Identification No. \_\_\_\_\_

Business Address Ownership:  Owned (Unencumbered)  Owned (Mortgaged)  Rented  Living with Relatives

Years the Business has been in operation \_\_\_\_\_ Years

No. of Branches \_\_\_\_\_ No. of Subsidiaries \_\_\_\_\_

Nature of Business: (Based on PSIC reference) \_\_\_\_\_ Please Specify Business Activity: \_\_\_\_\_

Business Registration: (Check all that apply)  Cooperative Development Authority CDA  Department of Trade & Industry (DTI)  Security and Exchange Commission (SEC)  Bureau of Internal Revenue (BIR)  Barangay/Mayor's Permit  Others (Specify) \_\_\_\_\_

Date of Business Registration: (mm/dd/yyyy) \_\_\_\_\_ Expiry Date of Registration: (mm/dd/yyyy) \_\_\_\_\_ Registration Number: \_\_\_\_\_

Indicate Whether the Business:<sup>1</sup>  Is atleast 51% (majority) owned by female(s)  Is at least 20% owned by female(s); AND (i) has at least 1 woman as CEO/COO/President/Vice President; AND (ii) 30% of directors composed of woman, where a board exists.

Firm Size<sup>2</sup> (Total assets exclusive of the land on which the business entity's office, plant and equipment are situated)<sup>3</sup>  Micro (not more than Php 3M)  Small (Php3,000,001 to 15M)  Medium (Php15,000,001 to 100M)

Annual Sales or Revenue: \_\_\_\_\_ Number of Employees: (Indicate all employees and/or directly involved in business operations)  
Full Time: \_\_\_\_\_  
Part-Time/Contractual: \_\_\_\_\_

### B. CONTACT INFORMATION<sup>4</sup>

Authorized Rep. 1: (First Name) \_\_\_\_\_ (Middle Name) \_\_\_\_\_ (Last Name) \_\_\_\_\_ Government ID: \_\_\_\_\_ Sex:  Male  Female

Date of Birth: (mm/dd/yyyy) \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Landline Number: (Area Code, Number) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Authorized Rep. 2: (First Name) \_\_\_\_\_ (Middle Name) \_\_\_\_\_ (Last Name) \_\_\_\_\_ Government ID: \_\_\_\_\_ Sex:  Male  Female

Date of Birth: (mm/dd/yyyy) \_\_\_\_\_ Mobile Number: \_\_\_\_\_ Landline Number: (Area Code, Number) \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Top Trade References (use additional sheet if necessary)			
Name of Top Suppliers	Goods Supplied/Service Rendered	Contact Person	Contact Number
_____	_____	_____	_____
_____	_____	_____	_____
Name of Top Customers	Goods Purchased/Services Availed	Contact Person	Contact Number
_____	_____	_____	_____
_____	_____	_____	_____

### C. LOAN APPLICATION INFORMATION

Loan Amount Applied For: (Subject to the approval of the bank) \_\_\_\_\_  
Php \_\_\_\_\_

Tenor: \_\_\_\_\_ Months

Proposed Frequency of Payment:<sup>5</sup>  Weekly  Monthly  Lumpsum  Quarterly  Annually  Others (Specify) \_\_\_\_\_

Loan Facility:  Credit Line  Term Loan  Others (Specify) \_\_\_\_\_

Loan Purpose:  Working Capital (Including receivables and inventory financing)  Loan Takeout/Refinancing  Purchase of Equipment/Motor Vehicle  Construction/ Development of Real State  Business Expansion  Purchase of Biological Asset  Acquisition of Real State  Other (Specify) \_\_\_\_\_

Type of Loan:  Unsecured Loan  Secured Loan

If Secured, Collaterals/s and/or surety/ies offered:  Loan secured by real estate (e.g. land, building)  Loan secured by movable property  Receivables and any other claims to payment  Title documents (e.g. Warehouse receipt, bill of lading)  Equipment  Inventory  Financial assets (e.g. deposits, tradable securities, company shares)  Intellectual Property  Others (Specify) \_\_\_\_\_  Loan Backed by third party credit guarantee/continuing suretyship

<sup>1</sup> The 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

<sup>2</sup> Subject to bank verification

<sup>3</sup> The Size of the firm is being collected for the BSP's monitoring purposes.

<sup>4</sup> Additional borrower information such as but not limited to the following may be obtained using a separate sheet/form: co-borrower, dependents, questionnaire on Politically Exposed Person (PEP) and Foreign Account Tax Compliance Act (FATCA)



# CHECK LIST 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 not expected to provide all the listed documents but only those that are applicable to the loan application.**

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 government-issued ID
- Marriage contract, if applicable
- Proof of business registration: (Please check applicable item(s))**
- Certificate of Registration with Bureau of Internal Revenue (BIR)
- Certificate of Registration with Department of Trade and Industry (DTI)
- Certificate of Registration with Securities and Exchange Commission (SEC)
- Certificate of Registration with Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)
- Barangay Permit
- Mayor's Permit

## PERSONAL INCOME DOCUMENTS

*Please check applicable item(s)*

- Latest Income Tax Return (ITR) or BIR Form 2316
  - Latest payslip for the past 2 months
  - Certificate of Employment (COE) with salary or Employment Contract
  - Latest crew contact (for seafarers)
  - Proof of remittance for the past 6 months
  - Bank statements or photocopy of passbook for the past 6 months
  - Lease contract (for rental income)
  - Proof of other income:
- .....

## BUSINESS DOCUMENTS

*Please check applicable item(s)*

- Photocopy of Audited Financial Statements for the past 3 years with latest ITR or Photocopy of in-house financial statements or pre-operating financial statements
  - Business Plan/Business Proposal
  - Photocopy of franchise agreement, if any
  - Business background/Company profile
  - Photocopy of purchase agreement
  - Others (please specify):
- .....

## OTHER PRE-APPLICATION REQUIREMENTS

- 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):
- .....

## 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

**If refinancing/loan take out**

- Statement of Account from current lender and official receipts for the past 3 months

**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 (RETR)
- Price quotation of the property (for property acquisition)
- Affidavit of Consent to Mortgage Family Home
- Others (please specify): .....

## OTHER POST-APPROVAL REQUIREMENTS

- General Information Sheet (GIS), if applicable Special
- Power of Attorney, if applicable
- Certificate of Ownership for movable property (e.g., motor vehicles, etc.)

REPUBLIC OF THE PHILIPPINES )  
 PROVINCE/CITY OF )  
 NOTARY PUBLIC ) S.S

SUBSCRIBED AND SWORN TO BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_  
 BY THE FOLLOWING

Name of Borrower(s)/Co-Borrower(s)	Com. Tax Cert. No.	Date Issued	Place Issue
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Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series No. \_\_\_\_\_

**NOTARY PUBLIC**

## 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 and Retail Trade; Repair of Motor Vehicles & Motorcycles
- H Transportation and Storage
- I Accommodation and Food Services Activities
- J Information and Communication
- K Financial and Insurance Activities
- L Real Estate Activities
- M Professional, Scientific and Technical Activities
- N Administrative and Support Service Activities
- O Public Administration and Defense; Compulsory Social Security
- P Education
- Q Human Health and Social Work Activities
- R Arts, Entertainment and Recreation
- S Other Services Activities
- T Activities of Household as Employers; Undifferentiated Goods-and-Services-Producing Activities of Household for Own Use
- U Activities of Extraterritorial Organizations and Bodies