

		DOCUMENTARY REQUIREMENTS CHECKLIST		
CONT. # _____		PRODUCT <input type="checkbox"/> RETAIL <input type="checkbox"/> LEASING <input type="checkbox"/> INDIVIDUAL		
CLIENT _____		TRANSACTION <input type="checkbox"/> BRAND NEW <input type="checkbox"/> TCUV/USED <input type="checkbox"/> CORPORATE		
DEALER _____				
MAJOR DOCUMENTS (NON-DEFERRABLE)		SALES	CAD	REMARKS
<input type="checkbox"/> Clear Photocopy of valid IDs with signature duly authenticated by LO (specify IDs submitted) <input type="checkbox"/> Borrower <input type="checkbox"/> Co-Maker <input type="checkbox"/> Guarantor				
<input type="checkbox"/> Specimen Signature Cards authenticated by TFSPH loan officer <input type="checkbox"/> Borrower <input type="checkbox"/> Co-Maker <input type="checkbox"/> Guarantor				
<input type="checkbox"/> Promissory Note with Chattel Mortgage duly signed & completely filled up <input type="checkbox"/> Original <input type="checkbox"/> Registered (with RD Official Receipt and BIR Form 2000) <input type="checkbox"/> Photocopy <input type="checkbox"/> Unregistered				
<input type="checkbox"/> Contract of Lease				
<input type="checkbox"/> Disclosure Statement duly signed and duly filled-up				
<input type="checkbox"/> Payment of Monthly Amortization <input type="checkbox"/> PDCs for _____ Installments starting _____ to _____ <input type="checkbox"/> Signed ADA Form <input type="checkbox"/> Signed OTC Undertaking				
<input type="checkbox"/> Comprehensive Insurance Policy duly endorsed to TFSPH				
<input type="checkbox"/> Official Receipt on Insurance Premium or Certification of Full Force and Effect				
<input type="checkbox"/> Insurance Endorsement (if with correction on insurance policy)				
<input type="checkbox"/> Stencil of Motor and Engine Numbers on LTO Blue form _____ copies				
<input type="checkbox"/> Borrower's/Lessee's Undertaking				
<input type="checkbox"/> Completely Filled Up and Signed Application Form <input type="checkbox"/> Borrower <input type="checkbox"/> Co-Maker <input type="checkbox"/> Guarantor				
DEALER REQUIREMENTS				
<input type="checkbox"/> Sales Invoice <input type="checkbox"/> Delivery Receipt <input type="checkbox"/> ORCR Undertaking				
CREDIT REQUIREMENTS (COMMON/GENERAL)				
<input type="checkbox"/> Proof of Billing <input type="checkbox"/> Three (3) months payslip				
<input type="checkbox"/> Certificate of Employment <input type="checkbox"/> Proof of Remittance/Allotment				
<input type="checkbox"/> ITR (latest) <input type="checkbox"/> Bank Statements				
<input type="checkbox"/> Business Registration / DTI Registration <input type="checkbox"/> Affidavit _____				
<input type="checkbox"/> References _____ Personal _____ Nearest Relatives _____ Trade _____				
<input type="checkbox"/> Others (specify) _____				
CREDIT REQUIREMENTS (PARTNERSHIP/CORPORATION)				
<input type="checkbox"/> Articles of Partnership/Incorporation and By-Laws				
<input type="checkbox"/> Board/Partnership Resolution/Secretary's Certificate <input type="checkbox"/> Authorized Signatory/ies Indicated <input type="checkbox"/> Notarized <input type="checkbox"/> With Authority to Borrow from TFSPH (in Php)				
<input type="checkbox"/> Latest General Information Sheet (GIS) <input type="checkbox"/> Authorized Signatory/ies Information (see back page)				
<input type="checkbox"/> Financial Statement <input type="checkbox"/> Surety Agreement				
<input type="checkbox"/> Others, specify _____				
OTHER CREDIT REQUIREMENTS (FOREX DEALERS, MONEY CHANGERS, REMITTANCE AGENTS, PEP ACCOUNTS)				
<input type="checkbox"/> Copy of Certificate of Registration for each Head Office Branch				
<input type="checkbox"/> List of Agents and Sub agents				
<input type="checkbox"/> Extension Office of Business Outlet				
<input type="checkbox"/> Others (specify) _____				
ADDITIONAL REQUIREMENTS (USED CAR/TCPOV)				
<input type="checkbox"/> Deed of Absolute Sale <input type="checkbox"/> Certificate of Registration under Borrower's Name/TFS Leased to: Client <input type="checkbox"/> ROPA Docs				
<input type="checkbox"/> Car History <input type="checkbox"/> Latest LTO O.R. <input type="checkbox"/> TCPOV Certification				
POST-BOOKING COLLATERAL REQUIREMENTS				
Retail <input type="checkbox"/> Registered PNCM/RD OF <input type="checkbox"/> BIR Form 2000 <input type="checkbox"/> RD O.R.				
Leasing <input type="checkbox"/> Notarized LD <input type="checkbox"/> ORCR				
To be accomplished by TOYOTA DEALER:	SALES DEPARTMENT	CREDIT ADMINISTRATION DEPARTMENT		
Submitted/Attested by:	Original Documents Seen and Authenticated by:	Reviewed by:		
(Signature Over Printed Name)	(Signature over Printed Name)	Checked by:		
Remarks:	Remarks:	Remarks:		