

|  |
| --- |
| **BUSINESS LOAN APPLICATION (PARTNERSHIP /CORPORATION)** |

***MINIMAL DOCUMENTARY REQUIREMENTS***

*- Fully filled out application form*

*- Two (2) valid government issued ID of the principal borrower*

*- Latest three (3) months bank statements and bank certification*

*- Photocopy of Mayor’s Permit*

*- 2x2 ID Picture of the principal borrower*

*- Proof of billing for business and residence*

*- Pictures of the business (internal and external)*

*- Hand drawn sketch map of business and residence*

***Partnership***

*- Business TIN ID proof (BIR Certificate of Registration)*

*- SEC Certificate of Incorporation/Registration*

*- Latest Articles of Partnership & By-Laws*

*- Partner’s Resolution*

*- Latest AFS & ITR*

***Corporation***

*- Business TIN ID proof (BIR Certificate of Registration)*

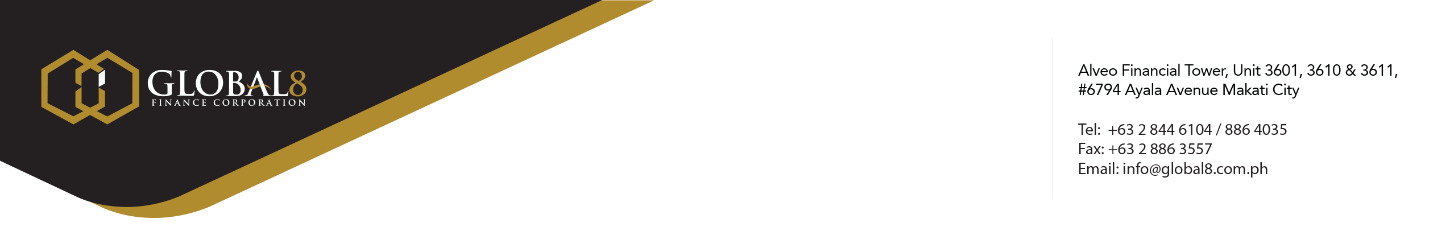
*- SEC Certificate of Incorporation/Registration*

*- Latest Articles of Incorporation & By-Laws*

*- Latest General Information Sheet (GIS)*

*- Secretary’s Certificate (Notarized)*

*- Latest AFS & ITR*

­

*- Applying for GFC’s fast, hassle-free non-collateral*

*business loan is* ***FREE***

*- All items must be filled out completely &*

*accurately by applicant/authorized representative*

*- Indicate not applicable fields by writing N/A*

*- All erasures must be countersigned by the*

*applicant*

2x2 ID picture

(Borrower 2)

2x2 ID picture

(Borrower 1)

***MINIMAL DOCUMENTARY REQUIREMENTS***

*- Fully filled out application form*

*- Two (2) valid government issued ID of the principal borrower*

*- Latest three (3) months bank statements and bank certification*

*- Photocopy of Mayor’s Permit*

*- 2x2 ID Picture of the principal borrower*

*- Proof of billing for business and residence*

*- Pictures of the business (internal and external)*

*- Hand drawn sketch map of business and residence*

***Partnership***

*- Business TIN ID proof (BIR Certificate of Registration)*

*- SEC Certificate of Incorporation/Registration*

*- Latest Articles of Partnership & By-Laws*

*- Partner’s Resolution*

*- Latest AFS & ITR*

***Corporation***

*- Business TIN ID proof (BIR Certificate of Registration)*

*- SEC Certificate of Incorporation/Registration*

*- Latest Articles of Incorporation & By-Laws*

*- Latest General Information Sheet (GIS)*

*- Secretary’s Certificate (Notarized)*

*- Latest AFS & ITR*

**APPLICATION NO.: \_\_\_\_\_\_\_\_\_**

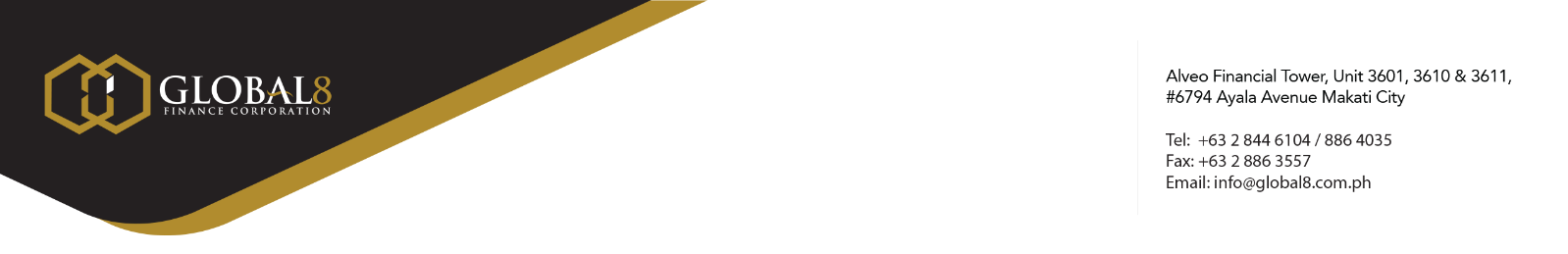
|  |  |
| --- | --- |
| **BUSINESS LOAN APPLICATION (PARTNERSHIP / CORPORATION)** | ***\*Use BLACK or BLUE ink pen in filling out this form*** |

**Please do not leave anything blank. Put “N/A” if not applicable**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Loan Amount Request** | | **Term of Loan** | | | **Purpose of Loan** | | | **Agent’s Name** | |
|  | |  | | |  | | |  | |
| **BUSINESS INFORMATION** | | | | | | | | | |
| **Business Name** | | | | | | | | | |
|  | | | | | | | | | |
| **Main Office Address (including ZIP code)** | | | | | | | | | |
|  | | | | | | | | | |
| **Nature of Business** | | | **Date Registered** | | | | **No. of Employees** | | |
|  | | |  | | | |  | | |
| **Landline No.** | **Mobile No.** | | | **Business Email Address** | | **Company TIN** | | | **Company SSS No.** |
|  |  | | |  | |  | | |  |
| **Average Monthly Sales (in PHP)** | | | **Average Monthly Expense (in PHP)** | | | | **Average Monthly Net Income (in PHP)** | | |
|  | | |  | | | |  | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BORROWER 1 INFORMATION** | | | | | | | |
| **Borrower’s Name (Last, First, Middle)** | | | | **Position in Company** | | | |
|  | | | |  | | | |
| **Date of Birth** | | **Place of Birth** | | **Gender** | **Marital Status** | | **Nationality** |
|  | |  | |  |  | |  |
| **Present address (including ZIP code)** | | | | | | | |
|  | | | | | | | |
| **Residential Status  Owned  Rented  Living with Relatives** | | | | **Length of Stay (in yrs)** | | | |
| **Permanent/Provincial address (including ZIP code)** | | | | | | | |
|  | | | | | | | |
| **Mobile No.** | **Landline No.** | | **Email Address** | **TIN** | | **SSS/GSIS No.** | |
|  |  | |  |  | |  | |
| **Name of Spouse (Last, First, Middle)** | | | | | | | |
|  | | | | | | | |
| **Date of Birth** | **Mobile No.** | | **Email Address** | **TIN** | | **SSS/GSIS No.** | |
|  |  | |  |  | |  | |
| **Name of Dependents** | | | **Date of Birth** | **School/Company** | | | |
| **1.** | | |  |  | | | |
| **2.** | | |  |  | | | |
| **3.** | | |  |  | | | |
| **BORROWER 2 INFORMATION** | | | | | | | |
| **Borrower’s Name (Last, First, Middle)** | | | | **Position in Company** | | | |
|  | | | |  | | | |
| **Date of Birth** | | **Place of Birth** | | **Gender** | **Marital Status** | | **Nationality** |
|  | |  | |  |  | |  |
| **Present address (including ZIP code)** | | | | | | | |
|  | | | | | | | |
| **Residential Status  Owned  Rented  Living with Relatives** | | | | **Length of Stay (in yrs)** | | | |
| **Permanent/Provincial address (including ZIP code)** | | | | | | | |
|  | | | | | | | |
| **Mobile No.** | **Landline No.** | | **Email Address** | **TIN** | | **SSS/GSIS No.** | |
|  |  | |  |  | |  | |

Page 1 of 4



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **BORROWER 2 INFORMATION (CONTINUED)** | | | | |
| **Name of Spouse (Last, First, Middle)** | | | | |
|  | | | | |
| **Date of Birth** | **Mobile No.** | **Email Address** | **TIN** | **SSS/GSIS No.** |
|  |  |  |  |  |
| **Name of Dependents** | | **Date of Birth** | **School/Company** | |
| **1.** | |  |  | |
| **2.** | |  |  | |
| **3.** | |  |  | |

|  |  |  |  |
| --- | --- | --- | --- |
| **BANK ACCOUNT INFORMATION** | | | |
| **Bank/Branch:** |  | **Bank/Branch:** |  |
| **Acct. Number:** |  | **Acct. Number:** |  |
| **Account Type:** |  | **Account Type:** |  |
| **Date Opened:** |  | **Date Opened:** |  |
| **Contact Person:** |  | **Contact Person:** |  |
| **Position:** |  | **Position:** |  |
| **Email:** |  | **Email:** |  |
| **Contact No.:** |  | **Contact No.:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TRADE REFERENCES: MAJOR SUPPLIERS** | | | | |
| **Company Name** | **Address** | **Contact Person** | **Position** | **Contact Number** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TRADE REFERENCES: MAJOR CLIENTS** | | | | |
| **Company Name** | **Address** | **Contact Person** | **Position** | **Contact Number** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOANS WITH OTHER FINANCING & BANKING INSTITUTIONS** | | | | |
| **Name of Institution** | **Type of Loan** | **Date Availed** | **Original Amount** | **Outstanding Balance** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **PROPERTIES OWNED** | | | | | | | |
| **VEHICLES** | | | | **LAND** | | | |
| **YEAR / MAKE / MODEL** | **Mortgaged?**  **(Y/N)** | **If yes, with whom?** | **Location** | **Size (sqm)** | **TCT No.** | **Mortgaged?**  **(Y/N)** | **If yes, with whom?** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

|  |
| --- |
| **DECLARATION AND SIGNATURE** |

**\\**

I/We hereby certify that all information I/we furnished in this form are true and correct. Should said information furnished herein be found to be false,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, may disapprove this application and/or declare the loan to due and demandable (in case the loan proceeds have already released).

\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and its authorized representative are hereby authorized to validate the information provided in this form, make disclosure/s or share

information contained herein or in any documents/papers submitted in connection herewith to any credit rating/investigation company or such other

persons it may deem necessary to confirm the veracity of the information contained herein or therein. I/We agree that this application form and

documents (excluding original bank statement and used checks) submitted in connection herewith become properties of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and will not

return for whatever reason. I/We am/are aware that the statements/information gathered about me will be used to determine my eligibility for this loan.

I/We also understand that should my/our application be denied, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is not obliged to disclose the reason for such rejection.

For this purpose, I/We waive my/our rights under the provision of Republic Act No. 1405, otherwise known as the Law on Secrecy of Bank Deposits, and

authorized \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to conduct business/trade checking, secure necessary information from any person/entity I/we have indicated to have had

any transactions and/or business dealings with, and conduct inquiries on the status and details of my/our loan/borrowing accounts with creditor banks, if

applicable. I/We further authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to conduct an appraisal of the property/ies that I/we am/are offering as collateral for the loan, if any.

In compliance with the requirements of the Republic Act No. 10173 otherwise known as Date Privacy Act of 2012, I/we acknowledge and agree that, in

the course of my loan application with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and throughout the term of my loan, if such application is accepted for processing, \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ may receive and/or have access to my/our personal information which may be considered relevant in evaluating the loan application (herein

collectively referred to as "Private Information"). I/We expressly consent the processing, collection, transmission, storage, disposal, use, and/or

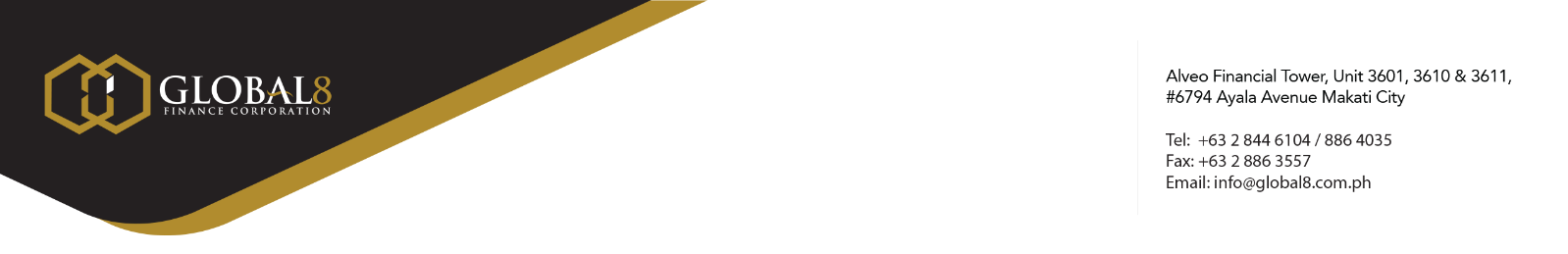
disclosure of my/our Private Information by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ I/We allow members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to process, collect, use, store, and/or disclose

my/our information to other members, to governmental authorities, and/or to 3rd parties, as may be necessary.

**Signature over printed name of borrower 1**

**Signature over printed name of borrower 2**

Page 2 of 4



DATE:

TO:

RE: **AUTHORITY TO VERIFY BANK INFORMATION**

To whom this may concern:

I/We hereby authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or any of its representatives and/or employees to verify my/our account/s maintained in your branch with details as follows:

|  |  |
| --- | --- |
| **Bank/Branch:** |  |
| **Account Name:** |  |
| **Account Number:** |  |

This authorization signifies content and waiver of my/our right to confidentiality under Philippine Banking Laws, including but not limited to Republic Act No. 1405 (The Bank Secrecy Act of 1955), as amended, Republic Act No. 6426 (The Foreign Currency Deposit Act of the Philippines), and other laws/ regulations, including all subsequent amendments or supplements thereto, relative to the confidentiality or secrecy of bank deposits.

I/We shall hold the bank and \_\_\_\_\_\_\_\_\_\_\_\_\_, their directors, officers, employees, representatives, and agents, free and harmless of any liability arising from their exercise of the remedies and authorities hereunder, or from any action taken by them on the basis of and within the framework of the foregoing appointment.

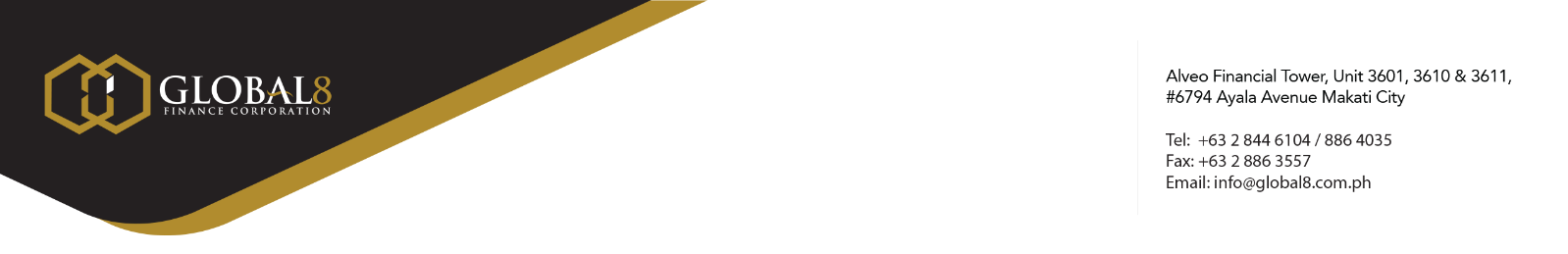
Please disclose the following required information for their reference and perusal.

|  |  |
| --- | --- |
| Date of Account Opening: |  |
| Type of Account: |  |
| Current Balance: |  |
| Average Daily Balance: |  |
| Handling of Account: |  |
| History of Returned Checks: |  |
| Credit Line/BP Line (if any): |  |
| Name of Signatories: | 1. |
| 2. |
| 3. |
| 4. |
| Signature Requirement: |  |

**Authorized Signatory/ies**

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature over printed name | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature over printed name |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature over printed name | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature over printed name |

Page 3 of 4



TO:

RE: **AUTHORITY TO VERIFY PREMISES**

To whom this may concern:

This is to authorize \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or any of its representatives to enter and inspect our premises

with details below:

|  |  |
| --- | --- |
| **Business Address:** |  |
| **Residence Address:** |  |

Please extend all necessary assistance for their verification which is a requirement for credit

investigation on my loan application. Attached is my ID for your confirmation.

Sincerely,

|  |  |
| --- | --- |
| **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  Signature over printed name of Borrower |  |

|  |
| --- |
| **SKETCH OF BUSINESS & RESIDENCE** |
|  |

Page 4 of 4