



Credit Recommendation Form

(New AR Client)

| | | |
|----------------------------|-------------|-------------|
| Client Name: | Client No.: | Branch: |
| Authorized Representative: | Position: | |
| Business Address: | | |
| Email Address: | Landline: | Contact No. |

| | | | | | | | | | |
|---|--|----------------------|--|------------|---------------------|--|----------------------|--|--|
| *Recommended Credit Line: (to be filled up by Sales) | *Checklist of Submitted Requirements: | | | | | | | | |
| <table><tr><td>Credit Terms:</td><td>Days</td><td>Credit Limit:</td><td>PHP</td></tr><tr><td>PO Required?</td><td>Yes <input type="checkbox"/> No <input type="checkbox"/></td><td>PDC Required?</td><td>Yes <input type="checkbox"/> No <input type="checkbox"/></td></tr></table> | Credit Terms: | Days | Credit Limit: | PHP | PO Required? | Yes <input type="checkbox"/> No <input type="checkbox"/> | PDC Required? | Yes <input type="checkbox"/> No <input type="checkbox"/> | <ul style="list-style-type: none"><input type="checkbox"/> Company Profile<input type="checkbox"/> Business location map/picture<input type="checkbox"/> Valid IDs of the Authorized Signatory with 3 specimen<input type="checkbox"/> Latest Business/Mayor's Permit<input type="checkbox"/> DTI, or SEC registration and latest General Information Sheet (GIS)<input type="checkbox"/> Proof of billing (utility: gas, electricity, etc.)<input type="checkbox"/> BIR Certificate of Registration<input type="checkbox"/> Financial Statement with attached ITR<input type="checkbox"/> Authorization letter to approved purchase order and recipients of items<input type="checkbox"/> Bank authorization for credit investigation<input type="checkbox"/> Others: _____ |
| Credit Terms: | Days | Credit Limit: | PHP | | | | | | |
| PO Required? | Yes <input type="checkbox"/> No <input type="checkbox"/> | PDC Required? | Yes <input type="checkbox"/> No <input type="checkbox"/> | | | | | | |
| *Recommendations: | | | | | | | | | |
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Cash Sales within the last 12 months

Client on Cash Basis since: Month Day Year

| Month/Year | Total Amount | Month/Year | Total Amount |
|------------|--------------|------------|--------------|
| 1. | ₱ | 7. | ₱ |
| 2. | ₱ | 8. | ₱ |
| 3. | ₱ | 9. | ₱ |
| 4. | ₱ | 10. | ₱ |
| 5. | ₱ | 11. | ₱ |
| 6. | ₱ | 12. | ₱ |

Previous Year:

Total Sales: _____
Ave. per month: _____

Present Year:

Total Sales: _____
Ave. per month: _____

Recommended by:

Checked by:

Noted by:

Sales Team Leader

Strategic Accounts Manager

Jackie Ramos
Sales Department Head

For Credit & Collections

| | | | | |
|-------------------------------|-------------|-------------------------------|------------|--------------|
| Approved Credit Terms: | Days | Approved Credit Limit: | PHP | Date: |
| Comments on Approval: | | | | |
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| <hr/> | | | | |

Recommending Approval:

Noted by:

Approved by:

Credit Analyst 1

Angel Bacsa
Credit & Collections Supervisor

Olivia Madriaga-Galura
Finance Department Head