

CREDIT APPLICATION FORM

Complete in block letters. Items marked with (*) are required. Put 'NA' if not applicable.

I. Contact information*

Business name:		President/Owner:	
Address:			
Residential address (if single proprietorship):			
Mobile no.:	Landline.:	Email Address/Website:	
Contact person:		Position:	Contact no.:

II. Business information*

Business description:	
Main goods/services:	
Business Started:	No. of branches:
<input type="checkbox"/> Single proprietorship <input type="checkbox"/> Corporation/partnership/cooperative <input type="checkbox"/> Government (Indicate what unit/department /GOCC.):	
Tax identification number*	<input type="checkbox"/> VAT-registered <input type="checkbox"/> Not VAT-registered

III. Suppliers* (Suppliers with whom you do business with using Credit Line.)

Business name	Credit Limit & Terms	No. of Years	Contact Person/ Contact No.	Address
1.	₱		Name:	
	Days		#	
2.	₱		Name:	
	Days		#	
3.	₱		Name:	
	Days		#	
4.	₱		Name:	
	Days		#	

IV. Bank References

Bank	Branch	Account No.	Contact Person	Contact Nos.
1.				
2.				
3.				

V. Documents submitted (checklist)

- | | |
|--|--|
| <input type="checkbox"/> Company Profile | <input type="checkbox"/> Proof of billing (utility: gas, electricity, etc.) |
| <input type="checkbox"/> Business location map/picture | <input type="checkbox"/> BIR Certificate of Registration |
| <input type="checkbox"/> Valid IDs of the Authorized Signatory with 3 specimen | <input type="checkbox"/> Financial Statement with attached ITR |
| <input type="checkbox"/> Latest Business/Mayor's Permit | <input type="checkbox"/> Bank authorization for credit investigation |
| <input type="checkbox"/> DTI, or SEC registration and latest General Information Sheet (GIS) | <input type="checkbox"/> Authorization letter to approved purchase order and recipients of items |

VI. Other stipulations

The applicant certifies that all information herein is complete, accurate and given with the understanding that it will be used to determine the amount and conditions of the credit to be extended. Furthermore, the applicant authorizes the entities listed to disclose necessary information to 1Rotary Trading Corp. in order to verify this credit application.

Applicant

*Name:

*Position:

*Date:

Authorization Letter to approve Purchase Orders and Receive Items

Date: _____

To whom it may concern,

I, _____ hereby authorize the following persons to **Approve Purchase Order (PO)** for 1Rotary Trading Corporation and/or their affiliates.

- 1.
- 2.
- 3.
- 4.

And the following persons as authorized **Recipients** of the items:

- 1.
- 2.
- 3.
- 4.

Sincerely yours,

Signature

Name:

Position:

Company Name:

BANK AUTHORIZATION FOR CREDIT INVESTIGATION

Date: _____

To whom it may concern:

I, _____ hereby authorize **Rotek Trading Corporation**, with whom I have a pending credit line application, to conduct investigation of bank account number _____ under the account name _____ with branch _____ of bank _____.

Please disclose credit information required by the Company including, but not limited to, date of opening of account, duration of existence, average daily account balance and history of check payment for the past year, and its account holder's credit standing.

I release you and your representatives should any damage arise from the disclosure.

Thank you in advance for your cooperation.

Very truly yours,

Signature

(Authorized Signatory)

Name:

Position: