

### **Basic Documentation Requirements**

- Customer Information Sheet
- Income Tax Return for the last three years ( duly received by the BIR or its Authorized Agent Bank) or Certificate of Compensation Payment / Tax Withheld – BIR form No. 2316 or W2 for individuals, in lieu of ITR
- Audited Financial Statement for the last three years (duly received by the BIR or its Authorized Agent Bank)
- Tax Identification Number

**Note:** Other documents will be required depending on the lease facility applied for