

**BDO LEASING AND FINANCE, INC.
CUSTOMER INFORMATION SHEET
(FOR INDIVIDUAL/SOLE PROPRIETORSHIP ACCOUNT)**



Date:
Handling Account Officer:

I. PERSONAL INFORMATION

Last Name		First Name	Middle Name	Date and Place of Birth	
Civil Status	Nationality	<input type="checkbox"/> Resident <input type="checkbox"/> Non-Resident Residency		Gender	Religion
School Course			Year Graduated	TIN	SSS/GSIS No.
Previous and Present Position in Government:					
Name of Spouse				Date and Place of Birth	Company / School
Children					
1.					
2.					
3.					
OTHER REAL ESTATE OWNED					
Location	Lot Area	w/ Improvement		Estimated Value	
VEHICLES OWNED					
Type/Year/Model		Mortgage With		Estimated Value	
OTHER ASSETS					
Description		Mortgage With		Estimated Value	

II. RESIDENCE / CONTACT INFORMATION

Present Address Ownership: <input type="checkbox"/> Owned <input type="checkbox"/> Mortgaged with _____ <input type="checkbox"/> Rented <input type="checkbox"/> Living with Parents / Relatives <input type="checkbox"/> Free Use Length of Stay (yrs): _____		Permanent Address (if different from Present Address) Ownership: <input type="checkbox"/> Owned <input type="checkbox"/> Mortgaged with _____ <input type="checkbox"/> Rented <input type="checkbox"/> Living with Parents / Relatives <input type="checkbox"/> Free Use Length of Stay (yrs): _____	
Telephone Number	Mobile Number	Fax Number	Email Address

III. BUSINESS / EMPLOYMENT PROFILE

Name of Business / Employer		Group/Affiliation	
Business / Office Address		Mailing Address (if different from business / office address)	
Telephone Nos.:	Fax Nos.:	Email Address:	
Nature of Business / Work: <input type="checkbox"/> Agricultural <input type="checkbox"/> Construction <input type="checkbox"/> Manufacturing <input type="checkbox"/> Mining & Quarrying <input type="checkbox"/> Public Utilities <input type="checkbox"/> Real Estate <input type="checkbox"/> Services <input type="checkbox"/> Others (Pls. specify)		Business' Date of DTI Registration	
		Start Date of Operation	
		Trade Name	
		Trade Mark / Patents Owned	
		Business Product Lines	
Industry Classification/Code:		Business/ Contact Person / Position	
		Owner's Equity	
OPERATING FACILITIES			
a) Plant Site/Warehouse			

Address: <input type="checkbox"/> Owned <input type="checkbox"/> Mortgaged with/Leased from	Address: <input type="checkbox"/> Owned <input type="checkbox"/> Mortgaged with/Leased from	
b) Vehicles, Equipment and Machinery, etc.		
Make/Model	No. of Units	Clean/Mortgaged With
MANPOWER COMPLEMENT		
Regular	Men:	Women:
Contractual	Men:	Women:
Unionized:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
CBA	<input type="checkbox"/> None <input type="checkbox"/> Existing/Expiry	

IV. BUSINESS REFERENCES

BDO BANK ACCOUNTS					
Branch	Type of Account	Account Number	Contact Person	Telephone/Fax Number	
ACCOUNTS WITH OTHER BANKS					
Name of Bank/Branch	Type of Account	Account Number	Contact Person	Telephone/Fax Number	
CREDITORS					
Bank or FI's/Branch	Type of Facility	Contact Person	Telephone/Fax Number		
TRADE SUPPLIERS (at least 5 major suppliers)					
Suppliers' Name	Credit Terms	Items Purchased	Contact Person	Address/Tel./Fax Nos.	
PRINCIPAL CLIENTS (at least 5 major clients)					
Customers' Name	Credit Terms	Monthly Sales	Contact Person	Address/Tel./Fax Nos.	
LEASE/LOAN INFORMATION					
Primary Purpose of Leasing/Loan Requirements					
Amount of Lease/Loan Applied					
Source of Lease/Loan Payment <input type="checkbox"/> Business <input type="checkbox"/> Employment <input type="checkbox"/> Personal <input type="checkbox"/> Others					
DOCUMENTARY REQUIREMENTS				Submitted	To be Obtained
a) Income Tax Return (ITR) for the last three (3) 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					
b) Audited Financial Statements for the last three (3) years (duly received by the BIR or its Authorized Agent Bank)					
c) Registration Certificate issued by the Department of Trade and Industry					
d) Mayor's Permit for the current year					
e) Application for Trade Name					
f) Bank Statements for the past two (2) years for both SAVINGS & CURRENT ACCOUNTS (active)					
g) Company profile					
h) List of equipment: model & year, usage, purchase price & year purchased					
i) Statement of Assets and Liabilities					
j) Specimen Signature Cards					
k) Competent Evidence of Identity (CEI) such as: Passport, SSS ID, PRC Issued Card, Senior Citizens ID, Driver's License, TIN Card, and Voter's ID (Qualification: ID issued by a Government Agency, bearing the photograph and signature and should not be expired)					
l) Latest In-house / Interim Financial Statements, if applicable					
m) Sketch of Residence					

V. AUTHORIZATION/CERTIFICATION

I hereby certify that all data and statements in this information sheet are correct and complete, and are made for the purpose of obtaining credit, and the signatures appearing thereon are genuine. I authorize you to obtain such information as you may require concerning the statements made in this application and that the sources to which you may apply are authorized to provide any information relative to this application. I agree that this application letter may remain your property whether the credit is granted or not. I further authorize you to inquire into my deposits/placements in any branch of BDO Unibank, Inc. and hereby waive the confidentiality of all information pertinent to the said deposits/placements as provided under R.A. 1405, as amended.

Client's Signature

Above information shall be kept in STRICT CONFIDENCE and will not be divulged without your written authorization. Should you have any question(s), please feel free to call your designated Account Officer at telephone nos. 840-7000.