

INDIVIDUAL/SOLE PROPRIETORSHIP

Application Requirements

Basic Document

- Filled-out and signed application form

Required Documents

Identification Document

- Clear copy of one (1) valid ID matching application details

Income Documents

If Locally Employed

- Latest Income Tax Return or BIR Form 2316 or latest payslip
- Certificate of Employment (COE) with Salary

If Self-Employed

- Photocopy of Audited Financial Statements for the last 2 years with latest ITR
- Bank Statements or Photocopy of Passbook for the last 3 months
- Certificate of Business Registration
- Proof of other income, if any

If Employed Abroad

- Proof of Remittance for the last 3 months
- Latest Crew Contract (for seafarers)
- Certificate of Employment with Salary or Employment Contract (Consularized if no proof of remittance is submitted)

Post-Approval Requirements

- Signed Loan Documents (PN/CM, Disclosure statement, Undertaking, Confirmation of Purchase)
- PDCs/ADA Instruction if Debit to Account
- Insurance Policy with OR of Premium Payment
- Chattel Mortgage Fees
- OR of Downpayment
- SPA, if applicable
- Affidavit of Marital Consent (if Applicable)

PARTNERSHIP/CORPORATION

Application Requirements

Basic Documents

- Filled-out and signed application form

Required Documents

Identification Document

- Clear copy of one (1) valid ID matching application details

Income Documents

- Photocopy of Audited Financial Statements for the last 2 years with latest ITR
- Bank Statements or Photocopy of Passbook for the last 3 months

Any of the ff:

- Partnership - Articles of Partnership AND Certificate of Registration issued by SEC
- Corporation - Certificate of Registration issued by SEC, Latest Amended Articles of Incorporation and By-Laws, List of Elected Officers, Board Resolution or Secretary's Certificate
- Business Background / Company Profile
- Proof of other income, if any

Post-Approval Requirements

- Signed Loan Documents (PN/CM, Disclosure statement, Undertaking, Confirmation of Purchase)
- PDCs/ADA Instruction if Debit to Account
- Insurance Policy with OR of Premium Payment
- Chattel Mortgage Fees
- OR of Downpayment
- SPA, if applicable
- Affidavit of Marital Consent (if Applicable)