

Business Information

Date

Account Officer

Business Name

Group Affiliation

Primary Address

Mailing Address (if applicable)

Telephone No.

Fax No.

E-mail Address

Company TIN

Nature of Business

Agricultural
 Construction

Manufacturing
 Mining / Quarrying

Public Utilities
 Real Estate

Public Utilities
 Others (pls. specify) _____

Industry Classification / Code

Date of SEC Registration

Start Date of Operation

Trade Name

Trade Mark / Patent

Product Lines

Contact Person / Position

Membership (industry associations, if any)

Ownership / Management

Type of Organization

Partnership

Domestic Corporation

Multinational Corporation

Others (pls. specify) _____

Name of Stockholders / Partners	Date of Birth <small>(mm/dd/yyyy)</small>	Percentage of Ownership	Name of Officers	Date of Birth <small>(mm/dd/yyyy)</small>	Position	Previous/Present Position in Government
---------------------------------	--	-------------------------	------------------	--	----------	---

Total

Stockholders / Partners Equity

At Inception

At Present

Capital: Subscribed

Authorized

Paid-up

Affiliates and Subsidiaries

Name

Ownership

Previous/Present Position in Government

Address

Operating Facilities

Plant Site / Warehouse	Address	<input type="checkbox"/> Owned	<input type="checkbox"/> Mortgaged / Leased from _____
Plant Site / Warehouse	Address	<input type="checkbox"/> Owned	<input type="checkbox"/> Mortgaged / Leased from _____
Vehicles, Equipment, Machinery, etc.	Make / Model	No. of Units	Mortgaged with
Vehicles, Equipment, Machinery, etc.	Make / Model	No. of Units	Mortgaged with
Vehicles, Equipment, Machinery, etc.	Make / Model	No. of Units	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 _____	

Business References

BDO Bank Accounts

Branch	Type of Account	Account Number	Contact Person	Telephone / Fax No.
Branch	Type of Account	Account Number	Contact Person	Telephone / Fax No.
Branch	Type of Account	Account Number	Contact Person	Telephone / Fax No.

Other Bank Accounts

Branch	Type of Account	Account Number	Contact Person	Telephone / Fax No.
Branch	Type of Account	Account Number	Contact Person	Telephone / Fax No.

Creditors

Company Name	Type of Facility	Contact Person	Telephone / Fax No.
Branch	Type of Facility	Contact Person	Telephone / Fax No.
Branch	Type of Facility	Contact Person	Telephone / Fax No.

Trade Suppliers (list 5 major suppliers)

Company Name	Credit Terms	Items Purchased	Contact Person	Telephone / Fax No.
Company Name	Credit Terms	Items Purchased	Contact Person	Telephone / Fax No.
Company Name	Credit Terms	Items Purchased	Contact Person	Telephone / Fax No.
Company Name	Credit Terms	Items Purchased	Contact Person	Telephone / Fax No.
Company Name	Credit Terms	Items Purchased	Contact Person	Telephone / Fax No.

Principal Clients (list 5 major clients)

Name	Credit Terms	Monthly Sales	Contact Person	Telephone / Fax No.
Name	Credit Terms	Monthly Sales	Contact Person	Telephone / Fax No.
Name	Credit Terms	Monthly Sales	Contact Person	Telephone / Fax No.
Name	Credit Terms	Monthly Sales	Contact Person	Telephone / Fax No.
Name	Credit Terms	Monthly Sales	Contact Person	Telephone / Fax No.

Lease / Loan Information

Purpose of Leasing / Loan Requirements _____

Amount of Lease / Loan Applied _____

Source of Lease / Loan Payment Business Personal
 Employment Others (pls. specify) _____

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)	<input type="checkbox"/>	<input type="checkbox"/>
b) Audited Financial Statements for the last three (3) years (duly received by the BIR or its Authorized Agent Bank)	<input type="checkbox"/>	<input type="checkbox"/>
c) Articles of Incorporation and By-Laws (for Corporations) / Articles of Partnership or Partner's Agreement (for Partnerships)	<input type="checkbox"/>	<input type="checkbox"/>
d) List of Directors (for Corporations) / List of Partners (for Partnerships)	<input type="checkbox"/>	<input type="checkbox"/>
e) Notarized Board Resolution (for Corporations)	<input type="checkbox"/>	<input type="checkbox"/>
f) Notarized Partnership Resolution - Authority to Lease / Borrow / Mortgage / Assign / Pledge / Payoff	<input type="checkbox"/>	<input type="checkbox"/>
g) Notarized Partnership Resolution to allow affiliates / subsidiaries to share, use, earmark against its facilities, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
h) Certificate of Incorporation (for Corporations) / Certificate of Registration (for Partnerships) issued by SEC	<input type="checkbox"/>	<input type="checkbox"/>
i) Certificate of Filing of Officers or List of Elected Officers for the current year (for Corporations)	<input type="checkbox"/>	<input type="checkbox"/>
j) List of Principal Stockholders owning at least 2% of the Capital Stock (for Corporations)	<input type="checkbox"/>	<input type="checkbox"/>
k) Verification of the authority and identification of the person purporting to act on behalf of the client (for Corporations)	<input type="checkbox"/>	<input type="checkbox"/>
l) Interim Financial Statements, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
m) Latest SEC General Information Sheet	<input type="checkbox"/>	<input type="checkbox"/>
n) Company Profile	<input type="checkbox"/>	<input type="checkbox"/>
o) Bank Statements for the past two (2) years for both Savings & Current Accounts (active only)	<input type="checkbox"/>	<input type="checkbox"/>
p) Secondary license/s issued by SEC, if any	<input type="checkbox"/>	<input type="checkbox"/>
q) Authorized Signatories / Major Stockholders / Key Officers Information	<input type="checkbox"/>	<input type="checkbox"/>
r) 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)	<input type="checkbox"/>	<input type="checkbox"/>
s) Specimen Signature Cards	<input type="checkbox"/>	<input type="checkbox"/>

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. As the official representative of the Corporation, 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.

Name of Corporation: _____

Represented by: _____

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 no. 840-7000.