

### Personal Information

Date

Account Officer

Name

Last Name

First Name

Middle Name

Date of Birth (mm/dd/yyyy)

Place of Birth

Civil Status

Gender

Male

Female

Citizenship

TIN

SSS / GSIS No.

Position in Government (past and present)

Please insert  
1" x 1"  
photo here

Spouse (Last Name, First Name, Middle Name)

Date of Birth (mm/dd/yyyy)

Place of Birth

Occupation

Company

### Dependents

Name

Relationship

Birthday

Name

Relationship

Birthday

Name

Relationship

Birthday

### Real Estate Owned

Location

Lot Area

with Improvement

Estimated Value

Location

Lot Area

with Improvement

Estimated Value

Location

Lot Area

with Improvement

Estimated Value

### Vehicles Owned

Type / Year / Model

Mortgaged with

Estimated Value

Type / Year / Model

Mortgaged with

Estimated Value

Type / Year / Model

Mortgaged with

Estimated Value

### Other Assets

Description

Mortgaged with

Estimated Value

Description

Mortgaged with

Estimated Value

Description

Mortgaged with

Estimated Value

## Residence / Contact Information

### Present Address

No.

Street

Subdivision / District / Town

City / Province

Country

Zip Code

Ownership

Owned

Living with Parents/Relatives

Mortgaged with

Length of Stay (years)

Rented

Free Use

### Permanent Address

No.

Street

Subdivision / District / Town

City / Province

Country

Zip Code

Ownership

Owned

Living with Parents/Relatives

Mortgaged with

Length of Stay (years)

Rented

Free Use

Telephone No.

Mobile No.

E-mail Address

### Sources of Funds

Business

Employed

Others (please specify)

Name of Business / Employer

Group / Affiliation

Address

Mailing Address (if applicable)

Telephone No.

Mobile No.

E-mail Address

Nature of Business	<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"/> Public Utilities <input type="checkbox"/> Others (pls. specify) _____	Industry Classification Code
Business Date of DTI Registration	Start Date of Operation			Trade Name	
Trade Mark / Patents Owned			Business Product Lines		
Business / Contact Person / Position			Owners Equity		

<b>Operating Facilities</b>				<input type="checkbox"/> Owned
Plant Site / Warehouse	Address			<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	
<b>Manpower Complement</b>				
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.
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	
				<input type="checkbox"/> Business <input type="checkbox"/> Employment	<input type="checkbox"/> Personal <input type="checkbox"/> 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) or Certificate of Compensation Payment / Tax Withheld - BIR Form No. 2316 or W2 for Individuals, in lieu of ITR	<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) Registration Certificate issued by the Department of Trade and Industry	<input type="checkbox"/>	<input type="checkbox"/>
d) Mayor's Permit for the current year	<input type="checkbox"/>	<input type="checkbox"/>
e) Application for Trade Name	<input type="checkbox"/>	<input type="checkbox"/>
f) Bank Statements for the past two (2) years for both SAVINGS & CURRENT ACCOUNTS (active)	<input type="checkbox"/>	<input type="checkbox"/>
g) Company profile	<input type="checkbox"/>	<input type="checkbox"/>
h) List of equipment: model & year, usage, purchase price & year purchased	<input type="checkbox"/>	<input type="checkbox"/>
i) Statement of Assets and Liabilities	<input type="checkbox"/>	<input type="checkbox"/>
j) Specimen Signature Cards	<input type="checkbox"/>	<input type="checkbox"/>
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)	<input type="checkbox"/>	<input type="checkbox"/>
l) Interim Financial Statements, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
m) Sketch of Residence	<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. 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.

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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.