



In case of loan renewal or restructuring, are there any updates from previous submission? ☐ Yes ☐ No (If yes, kindly provide details)

<sup>1</sup> Additional borrower information such as but not limited to the following may be obtained using a separate sheet/form: co-borrower, dependents, questionnaire on politically exposed person (PEP) and Foreign Account Tax Compliance Act (FATCA)

<sup>2</sup> This information will solely be used to monitor information on business ownership/management in the country. Responses in this part will not affect the assessment and approval of your loan application.

<sup>3</sup> Subject to bank verification

<sup>4</sup> The size of the firm is being collected for the BSP's monitoring purposes.





### CHECKLIST OF SUPPORTING DOCUMENTS

The checklist enumerates the types of supporting documents that the borrower may present to facilitate the financial institution's evaluation of the loan application. **Borrowers are not expected to provide all the listed documents but only those that are applicable to the loan application.**

After the initial loan application screening, additional information (using separate sheet or form) may be requested to further evaluate the loan application and the security being offered. The financial institution may also require additional documents, as deemed necessary.

For the financial institution to better consider the application, additional post-approval documents not specified in the list may be required, as applicable.

**Basic Documents**

Filled-out and signed application form

Clear copy of one (1) valid government-issued ID

Marriage contract, if applicable

Proof of business registration: *(Please check applicable item/s)*

Certificate of Registration with Bureau of Internal Revenue (BIR)

Certificate of Registration with Department of Trade and Industry (DTI)

Certificate of Registration with Securities and Exchange Commission (SEC)

Certificate of Registration with Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)

Barangay Permit

Mayor's Permit

**Personal Income Documents** *(Please check applicable item/s)*

Latest Income Tax Return (ITR) or BIR Form 2316

Latest payslip for the past 2 months

Certificate of Employment (COE) with salary or Employment Contract

Latest crew contact (for seafarers)

Proof of remittance for the past 6 months

Bank statements or photocopy of passbook for the past 6 months

Lease contract (for rental income)

Proof of other income:

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**Business Documents** *(Please check applicable item/s)*

Photocopy of Audited Financial Statements for the past 3 years with latest ITR or Photocopy of in-house financial statements or pre-operating financial statements

Business Plan/Business Proposal

Photocopy of franchise agreement, if any

Business background/Company profile

Photocopy of purchase agreement

Others (please specify):

\_\_\_\_\_

**Other Pre-application Requirements**

Billing statement of utilities for the past 3 months

Statement of Account from current lender and official receipts for the past 3 months (if loan purpose is refinancing/loan takeout)

Others (please specify): \_\_\_\_\_

### Other Pre-application Requirements

**Security Documents** *(Please check applicable item/s)*

Photocopy of Transfer Certificate of Title (TCT)/  
Condominium Certificate of Title (CCT)  
Photocopy of Tax Declaration (for land and improvement)  
Location/Vicinity Map  
Land Transportation Office (LTO ) Official Receipt (OR)/  
Certificate of Registration ( CR ) or Deed of Sale of Motor  
Vehicle  
Reservation Agreement or Contract to Sell or  
Statement of Account (for Deed of Assignment (DOA)  
accounts only)

If secured by a Continuing Suretyship:  
Basic Documents (as enumerated in this form) of the Surety  
Income Documents (as enumerated in this form) of the Surety

If construction loan  
Building/Floor plan of proposed improvement  
Bill of materials  
Specification of proposed finishes  
Building permit

If refinancing/loan take out  
Statement of Account from current lender and official  
receipts for the past 3 months

Others  
Appraisal fee  
Additional security documents (please specify):  
\_\_\_\_\_

**Post-approval requirements for real estate collateral-backed  
loans**

*(Please check applicable item/s)*

Original owner's copy of TCT/CCT  
Original Tax Clearance  
Certified true copy of latest Tax Declaration  
Insurance policy/ies (for properties with  
improvements)  
Master Deed of Declaration (for condominium only)  
Photocopy of latest full year Real Estate Tax Receipt  
(RETR)  
Price quotation of the property (for property  
acquisition)  
Affidavit of Consent to Mortgage Family Home  
Others *(please specify)*: \_\_\_\_\_

**Other post-approval requirements**

General Information Sheet (GIS), if applicable  
Special Power of Attorney, if applicable  
Certificate of Ownership for movable property (*e.g.,  
motor vehicles, etc.*)

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| PHILIPPINE STANDARD INDUSTRIAL CLASSIFICATION (PSIC)                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------|
| A – Agriculture, Forestry & Fishing                                                                                             |
| B – Mining and Quarrying                                                                                                        |
| C – Manufacturing                                                                                                               |
| D – Electricity, Gas Steam and Air-conditioning Supply                                                                          |
| E – Water Supply, Sewerage, Waste Management and Remediation Activities                                                         |
| F – Construction                                                                                                                |
| G – Wholesale & Retail Trade; Repair of Motor Vehicles & Motorcycles                                                            |
| H – Transportation & Storage                                                                                                    |
| I – Accommodation & Food Services Activities                                                                                    |
| J – Information & Communication                                                                                                 |
| K – Financial & Insurance Activities                                                                                            |
| L – Real Estate Activities                                                                                                      |
| M – Professional, Scientific & Technical Activities                                                                             |
| N – Administrative & Support Service Activities                                                                                 |
| O – Public Administration & Defense; Compulsory Social Security                                                                 |
| P – Education                                                                                                                   |
| Q – Human Health & Social Work Activities                                                                                       |
| R – Arts, Entertainment and Recreation                                                                                          |
| S – Other Service Activities                                                                                                    |
| T – Activities of Household as Employers; Undifferentiated Goods- and- Services- Producing Activities of Households for Own Use |
| U – Activities of Extraterritorial Organizations and Bodies                                                                     |

Classification: GENERAL