

LIST OF REQUIREMENTS

EMPLOYED (Locally)

- Completely Filled-up Loan Application Form
- 2 Primary Government Issued IDs (Photo-Bearing)
 - Any of the following:
 1. TIN
 2. SSS
 3. GSIS
 4. UNIFIED ID
 5. DRIVER'S LICENSE
 6. PASSPORT
 7. PRC ID
- Proof of Billing (under borrower's name)
- Contract of Lease (if renting)
- Latest Certificate of Employment with Compensation
- Latest 3 months Pay Slips
- Latest 3 months Bank Statement
- Latest Income Tax Return (BIR Form 2316) *(if requested)*
- Company ID

EMPLOYED (OFW and Seaman)

- Completely Filled-up Loan Application Form
- 2 Primary Government Issued IDs (Photo-Bearing)
 - Any of the following:
 1. TIN
 2. SSS
 3. GSIS
 4. UNIFIED ID
 5. DRIVER'S LICENSE
 6. PASSPORT *(required)*
 7. PRC ID
- Proof of Billing (under borrower's name)
- Contract of Lease (if renting)
- Latest Contract of Employment
- Latest 3 months Pay Slips
- Latest 3 months Proof of Remittances
- Certificate of Allotment (for Seaman)

SELF-EMPLOYED/ BUSINESS OWNERS

- Completely Filled-up Loan Application Form
- 2 Primary Government Issued IDs (Photo-Bearing)
 - Any of the following:
 1. TIN
 2. SSS
 3. GSIS
 4. UNIFIED ID
 5. DRIVER'S LICENSE
 6. PASSPORT
 7. PRC ID
- Proof of Billing (under borrower's name)
- Contract of Lease (if renting)
- Updated Business Permits (e.g. Mayor's permit, DTI permit, Brgy. Business Permit, etc.)
- Latest 3 months Bank Statement (either under Business Name or Owner's name)

CORPORATE ACCOUNTS

- Completely Filled-up Loan Application Form (for corporate accounts)
- Authorized signatory's valid IDs with original specimen signature
 - Any of the following:
 1. TIN
 2. SSS
 3. GSIS
 4. UNIFIED ID
 5. DRIVER'S LICENSE
 6. PASSPORT
 7. PRC ID
- SEC Registration Certificate
- General Information Sheet (GIS)
- Latest Audited Financial Statement (Latest AFS)
- Latest Income Tax Return (ITR)
- Latest 3 months Bank Statement (either under Company Name or Owner's name)
- Articles of Incorporation and By-Laws
- Board Resolution/Secretary's Certificate (Authority to Borrow)