



New Application Additional Loan Renewal Restructuring

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

BUSINESS LOAN APPLICATION FORM

Cooperative Partnership One-Person Corporation Corporation

(Please mark the appropriate boxes and indicate N/A if not applicable)

A. BUSINESS INFORMATION

Registered Business Name (Trade Name): _____

Principal Business Address: *(Unit #, Building/House #, Street, Subdivision/Barangay/District, Municipality/City, Province, Zip Code)*

Website/social media (Business): _____

TIN: _____

Business address ownership: Owned (unencumbered)
Owned (mortgaged)
Rented

Years the Business has been in operation: _____ years

Number of branches: _____
Number of subsidiaries: _____

Nature of Business *(Based on PSIC reference):* _____

Please specify business activity: _____

Business registration <i>(Check all that apply)</i>	Date of Business Registration <i>(mm/dd/yyyy)</i>	Expiry Date of Registration <i>(mm/dd/yyyy)</i>	Registration Number
CDA			
DTI			
SEC			
BIR			
Barangay/Mayor's Permit			
Others <i>(Please specify):</i> _____			

Indicate whether the business:¹ Is at least 51% (majority) owned by female/s
Is at least 20% owned by female/s; AND (i) has at least 1 woman as CEO/COO/President/Vice President; AND (ii) 30% of directors composed of women, where a board exists

Firm Size² *(Total assets exclusive of the land on which the business entity's office, plant and equipment are situated)* ³
Micro (not more than Php 3M) Small (Php3,000,001 to 15M) Medium (Php15,000,001 to 100M)

Annual Sales or Revenue: _____ **Number of employees:** *(Please indicate all paid employees and/or directly involved in business operations)*
Php _____ Full-time: _____ Part-time/Contractual: _____

B. CONTACT INFORMATION⁴

Authorized Representative 1:				Government ID:
<i>(First Name)</i>	<i>(Middle Name)</i>	<i>(Last Name)</i>	<i>(Suffix, if applicable)</i>	
Date of Birth <i>(mm/dd/yyyy)</i>	Mobile Number:	Landline No. <i>(Area Code, Number)</i>	Email Address:	Sex: Male Female
Authorized Representative 2:				Government ID:
<i>(First Name)</i>	<i>(Middle Name)</i>	<i>(Last Name)</i>	<i>(Suffix, if applicable)</i>	
Date of Birth <i>(mm/dd/yyyy)</i>	Mobile Number:	Landline No. <i>(Area Code, Number)</i>	Email Address:	Sex: Male Female

Top Trade References: *(use additional sheet if necessary)*

Name of Top Suppliers	Goods Supplied/ Services Rendered	Contact Person	Contact Number
Name of Top Customers	Goods Purchased/Services Availed	Contact Person	Contact Number

C. LOAN APPLICATION INFORMATION

Loan amount applied for *(subject to the approval of the bank):* **Php** _____ **Tenor:** _____ months

Proposed frequency of repayment⁵: Weekly Monthly Quarterly Annually Lump sum Others *(Please specify):* _____

Loan Facility: Credit Line Term Loan Others <i>(Please specify):</i> _____	Loan Purpose: Working capital <i>(including receivables and inventory financing)</i> Construction/Development of real estate Acquisition of real estate Loan takeout/refinancing	Business expansion Purchase of equipment/motor vehicles Purchase of biological asset Others <i>(Please specify):</i> _____
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Type of Loan: Unsecured Loan Secured Loan	<i>If secured loan, please mark appropriate box/es:</i>		
	Loan secured by real estate (e.g., land, buildings)		
	Loan secured by movable property:		
	Receivables & any other claims to payment	Intellectual Property	Others <i>(Please specify):</i> _____
	Title documents (e.g., warehouse receipt, bill of lading)	Equipment	
	Financial assets (e.g., deposits, tradable securities, company shares)	Inventory	
	Loan backed by third party credit guarantee/continuing suretyship		

¹ 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.

² Subject to bank verification

³ The size the firm is being collected for the BSP's monitoring purposes

⁴ 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)

⁵ As may be applicable

D. FINANCIAL INFORMATION							
Source of Funds for		Revenue		Savings and/or Investment			
Repayment of Loans:		Asset Sale		Others (Please specify): _____			
Existing Deposit and E-Money Accounts (please indicate top 3 in terms of outstanding balance, use additional sheet if necessary)							
Name of Financial Institution	Type of Account				Year Opened	Type of Account Ownership	
	Savings	Checking	E-wallet	Others (Please specify)		Personal	Business/Merchant
	Savings	Checking	E-wallet	Others (Please specify)		Personal	Business/Merchant
	Savings	Checking	E-wallet	Others (Please specify)		Personal	Business/Merchant
Existing Loans (please indicate top 3 in terms of loan amount, use additional sheet if necessary)							
Name of Financial Institution	Loan amount	Date Granted (mm/yyyy)	Maturity Date (mm/yyyy)	Outstanding Balance	Collaterals offered (if applicable, indicate if real estate, movable property, etc.)		
Existing Credit Cards (please indicate top 3 in terms of credit limit, use additional sheet if necessary)							
Name of Financial Institution	Credit Limit	Outstanding Balance		Type of Ownership			
				Personal	Business		
				Personal	Business		
				Personal	Business		
E. UNDERTAKING/DECLARATION							
<p>I/We hereby confirm that all information and supporting documents provided herein are true, accurate and complete and I/we agree to notify the financial institution of any changes in any of the information supplied. The financial institution can withdraw or cancel any loan approval if any major information and supporting documents are found to be materially inaccurate.</p> <p>I/We authorize the financial institution to obtain relevant information as it may require concerning this application.</p> <p>I/We understand and agree that additional undertaking/declaration, not stated in this form, may be required by the financial institution.</p> <p>I/We hereby agree that this application shall be subject to applicable laws (BSP circulars, rules and regulations) and policies of _____.</p>							
F. DATA PRIVACY CONSENT							
<p>In compliance with the requirements of the Data Privacy Act (DPA), I/we hereby authorize and give my/our consent to _____ on the general use and sharing of information obtained in the course of any transaction/s pursuant to my banking relationship with it. Personal information and sensitive personal information⁶ may be collected, processed, stored, updated, or disclosed by the bank:</p> <p>a. for legitimate bank-related purposes and requests;</p> <p>b. to implement transactions which the borrower requests, allows, or authorizes;</p> <p>c. to comply with the bank's internal policies and its reporting obligations to government authorities under applicable laws; and</p> <p>d. to offer and provide new or related products and services of the bank, its affiliates and subsidiaries through mail, email, SMS or other means of communication.</p> <p>I/We confirm that I/we am/are aware that, in case of unlawful acquisition, inaccuracy, and error, I/we have the right to access, update, dispute, block, or correct certain personal information, or withdraw my/our consent to the use of any information provided herein, subject to the rights and limitations under the DPA.</p> <p>I/We understand that this consent shall continue to be in effect for ____ years or until expiration of the records retention limits set by applicable banking laws, whichever comes later.</p> <p>I/We further warrant that, prior to submitting to the financial institution any information (including personal information) of an individual; I/we have obtained all necessary authorizations and consents as may be required by applicable confidentiality and data privacy laws or agreement to enable the bank to process such information.</p> <p>I/We understand that should I/we wish to access, update, dispute, block, or correct certain information, or withdraw consent to the use of any of the information provided herein, subject to the rights and limitations under the DPA, I/we may communicate with the _____'s Data Protection Officer at _____, and may lodge complaints with, and/or seek assistance from the National Privacy Commission.</p> <p>I/We understand that my/our basic credit data, as well as any regular updates or corrections thereof, are mandated to be submitted to the Credit Information Corporation (CIC) pursuant to R.A. 9150 and its Implementing Rules and Regulations for consolidation and disclosure as may be authorized by the CIC. Consequently, my/our basic credit data may thus be shared with other lenders authorized by the CIC, and other reporting agencies duly accredited by the CIC, for the purpose of establishing my/our creditworthiness.</p> <p>I/We understand and agree that additional data privacy provisions, not stated in this form, may be required by the financial institution.</p> <p>I/We have read and understood and consent to be bound by all the terms and conditions stated above</p>							

Signature above Printed Name and Designation of Authorized Signatories

Date

Third party credit guarantor and/or security grantor (i.e., a person or entity who grants a security interest in collateral to secure the obligation of the borrower)

Printed Name	Affiliation	Relationship with Borrower	Contact Information (address, contact number)
1.			
2.			
3.			

⁶ Name, address, gender, age, marital status, contact details, birthday, SSS/GSIS, TIN, education, employment or financial or medical information, spouse details, preferences, behavior, and other information classified as "personal data", "personal information", or "sensitive personal information" under the DPA, and those of the Borrower's authorized representative/s, as well as accounts, transactions, and communications.

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.**

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 of authorized representative, if applicable
- Board/Partnership Resolution or Secretary's Certificate authorizing the loan and indicating the authorized person/s to transact with the bank and sign relevant documents
- Special Power of Attorney, if applicable
- Certificate of Registration with Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)

Proof of Business Registration and Supporting Documents:
(Please check applicable item/s)

- Cooperative
 - Certificate of Registration with Cooperative Development Authority (CDA)
 - Certificate of Compliance, if applicable
 - List of elected officers
- Partnership
 - Certificate of Registration with Securities and Exchange Commission (SEC)
 - Articles of Partnership
- Corporation/One-person Corporation
 - Certificate of Registration with SEC General Information Sheet (GIS), if applicable
 - Latest amended Articles of Incorporation and By-Laws

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

- Photocopy of Audited Financial Statements for the past 3 years with latest Income Tax Return (ITR) or Photocopy of in-house financial statements or pre-operating financial statements
- Bank statements or photocopy of passbook for the past 6 months
- Business background/Company profile
- Proof of other income, *if any*

Other Supporting Documents

- 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):* _____

Supporting documents for secured loan

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

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

- Certificate of Ownership for movable property (e.g., motor vehicles, etc.)

FOR BANK REFERENCE ONLY

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

Note: Please print legibly. If field is not applicable, please write "N.A." processing of application will start only upon submission of all required documents.

REGISTERED BUSINESS NAME	TAXPAYER ID NO (TIN)	APPLICATION DATE
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LOAN DETAILS

<input type="checkbox"/> Secured Business Loan	<input type="checkbox"/> Business Vehicle Loan	
COLLATERAL TYPE <input type="checkbox"/> House and Lot <input type="checkbox"/> Townhouse <input type="checkbox"/> Lot only <input type="checkbox"/> Condominium <input type="checkbox"/> Commercial / Industrial - with improvements: <input type="checkbox"/> Used as place of business <input type="checkbox"/> Rented out / for investment <input type="checkbox"/> Commercial / Industrial - vacant lot	CLASSIFICATION <input type="checkbox"/> Brand New <input type="checkbox"/> Pre-owned	SELLING PRICE []
RATE FIXING <input type="checkbox"/> 1 year <input type="checkbox"/> 3 years	BRAND []	DOWNPAYMENT []
UNIT / PROPERTY ADDRESS []	MODEL []	YEAR []
<input type="checkbox"/> I would like to avail insurance from PBCOM's accredited service provider: <input type="checkbox"/> Motorcar Insurance <input type="checkbox"/> Fire Insurance <input type="checkbox"/> Mortgage Redemption Insurance		

BUSINESS INFORMATION

DATE ESTABLISHED <small>MM/DD/YYYY</small>	MAJOR PRODUCTS / SERVICES	TOTAL ASSETS <small>IN PHP</small>	TOTAL LIABILITIES <small>IN PHP</small>	MONTHLY EXPENSES <small>IN PHP</small>
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MAILING ADDRESS					
<small>UNIT/HOUSE NO</small>	<small>BUILDING / STREET</small>	<small>SUBD/BRGY</small>	<small>MUNICIPALITY/CITY</small>	<small>PROVINCE</small>	<small>ZIP CODE</small>
NAME OF CONTACT PERSON <small>LAST NAME FIRST NAME MIDDLE NAME</small>			CONTACT PERSON TEL. NO. <small>+63 AREA NUMBER</small>	CONTACT PERSON EMAIL ADDRESS	

MAJOR STOCKHOLDERS

NAME	NATIONALITY	POSITION	% SHARE	RESIDENCE ADDRESS
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]
[]	[]	[]	[]	[]

Add another sheet as necessary

SURETY

NAME	ADDRESS	INCOME
[]	[]	[]

DIRECTORS / PARTNERS / PRIMARY OFFICERS

DIRECTORS / PARTNERS

NAME	POSITION	NAME	POSITION

Add another sheet as necessary

PRIMARY OFFICERS

NAME	POSITION	NAME	POSITION

Add another sheet as necessary

DECLARATION AND CONSENT

I/We warrant that all information provided in this application form are true and correct. I/We agree that any misrepresentation I/we made or any false or fraudulent information I/we provided in connection with my/our personal loan application can be used by Philippine Bank of Communications (PBCOM) to pursue civil and/or criminal cases against me/us. I/We understand that PBCOM may, at its sole discretion, deny this application and further agree that PBCOM has no obligation to notify and furnish me/us the reason for such denial. Whether or not the application is granted, I/we agree that all information obtained by PBCOM shall be retained by it for as long as necessary for the fulfillment of the purposes for which they were obtained: for the establishment, exercise, or defense of legal claims; for legitimate business purposes; or as provided or required by law. I/We authorize PBCOM to conduct verification with the Bureau of Internal Revenue (BIR) in order to establish the authenticity of my/our latest ITR and other accompanying financial statements submitted by me/us to PBCOM. I/We understand that if approved, the documentary stamp taxes, processing fees, and such other fees as may be charged by PBCOM in connection with the loan shall be for my/our account.

By signing this consent form I/We authorize and give my/our consent to PBCOM to collect, store, transmit, use, distribute, disclose, share, retain, dispose, destroy, and process my/our personal information and/or sensitive personal information contained in my/our consumer record form or any other form or document that I/we have or will submit to PBCOM pursuant to my/our banking relationship with it, for any of the following purposes permitted by the Data Privacy Act of 2012, its Implementing Rules and Regulations, and other related laws (collectively "Data Privacy Laws"):

- A. to process my/our customer record form and other requests by itself or through its authorized third party service providers;
- B. to administer all my/our banking-related documentations;
- C. to receive notices related to customer servicing; and

I/We understand that this authorization/consent shall continue to be in effect throughout the duration of my deposit/loan and/or until expiration of the records retention limit set by the relevant banking laws and regulations for account closure, and the period set until destruction and/or disposal of my records, unless earlier withdrawn in writing.

I also opt in to the following Bank activities related to my account/s:

I agree to participate with PBCOM's promos, marketing campaigns, cross selling activity, research, data analytics and to receive emails and SMS to share my feedback to improve my banking experience. I understand that all information related to marketing, promos, customer feedback, cross selling activity, data analytics and research will be process securely according to the Banks Organizational, Technical and Physical Security measures.

SIGNATURE OVER PRINTED NAME

DATE

FOR BANK USE ONLY

REFERRAL INFORMATION

MAJOR CHANNEL	CODE	SOURCE	CODE
RELATIONSHIP MANAGER	CODE	REFERRER	CODE
PROMO / PROGRAM	CODE		