



BUSINESS LOAN APPLICATION FORM

PHOTO

Individual Sole-Proprietorship

(Fill-Out Instructions: **ALL SHADED FIELDS MANDATORY FIELD.** Indicate "N/A" for empty fields.)

A. BORROWER AND BUSINESS INFORMATION¹

Name of Borrower: _____ (First Name) _____ (Middle Name) _____ (Last Name) _____ (Suffix, if applicable)

Civil Status: Single Married Separated Widow/er Annulled

Date of Birth: _____ (mm/dd/yyyy) Place of Birth: _____ Sex: Male Female

Citizenship: _____

Name of Spouse: _____ (First Name) _____ (Middle Name) _____ (Last Name) _____ (Suffix, if applicable) Date of Birth: _____ (mm/dd/yyyy)

Home Address: (Unit No., Building/House No., Street, Subdivision/Barangay/ District, Municipality/City, Province, Zip code) _____

Home address ownership: Owned (unencumbered) Owned (mortgaged) Rented Living with relatives

Length of Stay in Location: _____ years

Landline No. (Area Code, Number): _____ Mobile No.: _____ Email Address: _____

TIN: _____ PhilSys: _____ Other Government-issued ID (Please specify type/number): _____

Mother's Maiden Name: _____ (First Name) _____ (Middle Name) _____ (Last Name) _____ (Suffix, if applicable)

Registered Business Name (Trade Name): _____

Principal Business Address: (Unit No., Building/House No., Street, Subdivision/Barangay/ District, Municipality/ City, Province, Zip Code) _____

Is this similar to Home Address? Yes No (if no, kindly provide the details) _____

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

Years the Business has been in operation: _____ years No. of branches: _____

Website/social media (Business): _____ Indicate whether the business has:² Female Manager/s Female head officer for operations/administrative services

Nature of Business (Based on PSIC reference): _____ (Select One) Please specify business activity: _____

Business Registration (Check all that apply)	Date of Business Registration (mm/dd/yyyy)	Expiry Date of Registration (mm/dd/yyyy)	Registration Number
<input type="checkbox"/> DTI			
<input type="checkbox"/> BIR			
<input type="checkbox"/> Barangay/Mayor's Permit			
<input type="checkbox"/> Others (Please specify): _____			

Firm Size³ (Total assets exclusive of the land on which the business entity's office, plant and equipment are situated)⁴

Micro (not more than Php 3M) Small (Php 3,000,001 to 15M) Medium (Php 15,000,001 to 100M)

Annual Sales or Revenue: _____ Php Number of employees: (Please indicate all paid employees and/or directly involved in business operations)

Full-time: _____ Part-time/Contractual: _____

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

B. 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 (Please specify): _____

Loan Purpose: Working capital (including receivables and inventory financing) Business expansion Construction/Development of real estate Purchase of equipment/motor vehicles Acquisition of real estate Purchase of biological asset Loan takeout/refinancing Others (Please specify): _____

Type of Loan: Unsecured Loan Secured Loan

If secured, collateral/s and/or surety/ies offered:

Loan secured by real estate (e.g., land, building) Loan secured by movable property

Receivables & any other claims to payment Intellectual Property Others (Please specify): _____

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

C. FINANCIAL INFORMATION

Source of Funds for Repayment of Loans: Revenue Inheritance Asset Sale Salary/Allowance Savings and/or Investment Others (Please specify): _____

Existing Deposit and E-money Accounts (please indicate top 3 in terms of outstanding balance size, use additional sheet if necessary):

Name of Financial Institution	Type of Account	Year Opened	Type of Account Ownership
	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> E-wallet <input type="checkbox"/> Others (Please specify): _____		<input type="checkbox"/> Personal <input type="checkbox"/> Business/Merchant
	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> E-wallet <input type="checkbox"/> Others (Please specify): _____		<input type="checkbox"/> Personal <input type="checkbox"/> Business/Merchant
	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> E-wallet <input type="checkbox"/> Others (Please specify): _____		<input type="checkbox"/> Personal <input type="checkbox"/> Business/Merchant

Existing Loans (please indicate top 3 in terms of outstanding balance size, use additional sheet if necessary):

Name of Financial Institution	Loan Amount	Date Granted (mm/dd/yyyy)	Maturity Date (mm/dd/yyyy)	Outstanding Balance	Collateral offered (if applicable, indicate if real estate, movable property, etc.)

Existing Credit Cards (please indicate top 3 in terms of outstanding balance size, use additional sheet if necessary):

Name of Financial Institution	Credit Limit	Outstanding Balance	Type of Ownership
			<input type="checkbox"/> Personal <input type="checkbox"/> Business
			<input type="checkbox"/> Personal <input type="checkbox"/> Business
			<input type="checkbox"/> Personal <input type="checkbox"/> Business

D. UNDERTAKING / DECLARATION

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.

I/We authorize the financial institution to obtain relevant information as it may require concerning this application.

I/We hereby agree that this application shall be subject to applicable laws (BSP circulars, rules and regulations) and policies of the Metropolitan Bank & Trust Company ("Metrobank")

E. DATA PRIVACY CONSENT

In compliance with the requirement of the Data Privacy Act (DPA), I/we hereby authorize and give my/our consent to the Metrobank 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:

- a. for legitimate bank-related purposes and requests;
- b. to implement transactions which the borrower requests, allows, or authorizes;
- c. to comply with the bank's internal policies and its reporting obligations to government authorities under applicable laws; and
- 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

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 use of any information provided herein, subject to the rights and limitations under the DPA.

I/We understand that this consent shall continue to be in effect while the account is still active or until expiration of the records retention limits set by applicable banking laws, whichever comes later.

I/We further warrant that, prior to submitting to the bank 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.

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 Metrobank's Data Protection Officer at dataprotection@metrobank.com.ph, and may lodge complaints with, and/or seek assistance from the National Privacy Commission.

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 purpose of establishing my/our creditworthiness.

I/we have read and understood and consent to be bound by all terms and conditions stated above.

Signature above Printed Name of Borrower

Date

Signature above Printed Name of

Co-Borrower/Spouse

Date

Third party 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 w/ Borrower	Contact Information (address, contact number)

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¹ 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 (PEP) and Foreign Account Tax Compliance (FATCA)

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

³ Subject to bank verification

⁴ The size of your firm will not affect the assessment and approval of your loan application.

⁵ As may be applicable

⁶ Name, address, gender, age, marital status, contact details, birthday, SSS/GSIS, TIN, education, employment of 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.