

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 of authorized Board/Partnership Resolution of Secretary's Certificate authorizing the loan and indication 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

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

Cooperative

- Certificate of Registration with Cooperative Development
- 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 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
- 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
- Specifications 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
- Certificate of 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 (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 vehicle)