

ANNEX A

BUYER'S LIST OF REQUIREMENTS

Salaried Individuals (Locally Employed)

<input type="checkbox"/> Latest Income Tax Return (ITR) of client or spouses
<input type="checkbox"/> Valid Government IDs of Borrower/s (client and spouse)
<input type="checkbox"/> Authorization to conduct residence checking
<input type="checkbox"/> Authorization to conduct employment checking
<input type="checkbox"/> Latest 1month proof of billing

Salaried Individuals (OFW)

<input type="checkbox"/> Valid Employment Contract
<input type="checkbox"/> Valid Government IDs of Borrower/s (client and spouse)
<input type="checkbox"/> Authorization to conduct residence checking
<input type="checkbox"/> Oath of Allegiance (if applicable)

Sole Proprietor

<input type="checkbox"/> Duly filled out Personal Information Sheet
<input type="checkbox"/> Business Papers / DTI Registration
<input type="checkbox"/> Customer Information Record
<input type="checkbox"/> Latest Income Tax Return (ITR) / Audited Financial Statements with BIR stamp
<input type="checkbox"/> Marriage Contract (if applicable)
<input type="checkbox"/> Valid Government IDs of Borrower/s (client and spouse)
<input type="checkbox"/> Latest 3mos bank statement
<input type="checkbox"/> (Applicable for individual with online business)
<input type="checkbox"/> Authorization to verify deposit
<input type="checkbox"/> Authorization to conduct residence checking

Corporation / Partnership

<input type="checkbox"/> Articles of Incorporation
<input type="checkbox"/> By-Laws
<input type="checkbox"/> Latest Income Tax Return (ITR) / Audited Financial Statements with BIR stamp
<input type="checkbox"/> Valid Government IDs of the ff; **Key Officers
<input type="checkbox"/> President
<input type="checkbox"/> Corporate Secretary
<input type="checkbox"/> Treasurer/Chief Finance Officer
<input type="checkbox"/> Stockholders with at least 20% shareholdings (aggregate for the Spouses)