



# SMALL BUSINESS LOAN APPLICATION

Source <input type="checkbox"/> Branch _____ <input type="checkbox"/> Others _____		CIF Number _____		
TO BE FILLED UP BY THE BORROWER				
LOAN DETAILS				
Date of Application	Amount Applied for	Term	Purpose	
Type of Facility Applied <input type="checkbox"/> PH Line <input type="checkbox"/> Term Loan	Mailing Instruction <input type="checkbox"/> For delivery to the office <input type="checkbox"/> Others _____			
COLLATERAL DETAILS				
Type of Property <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Residential and Commercial	TCT / CCT Number	Area		
Location of Property	TCT / CCT in the Name of			
BUSINESS				
Name of Borrower				
Name of Business		Client Since	Industry	
Address		Telephone Numbers		
Type of Business <input type="checkbox"/> Single Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership	Classification of Business <input type="checkbox"/> Small <input type="checkbox"/> Medium	Total Assets	Contact Persons	
Nature of Business	Place of Incorporation	Date of Incorporation	Number of Employees	
Community Tax Certificate Number	Issued at	Issued on	TIN	
			SSS / GSIS Number	
OWNERSHIP / MANAGEMENT				
Name	Position	% of Ownership		
BANK REFERENCES				
Name of Bank	Branch	Account Type	Account Number	
SUPPLIER TRADE REFERENCES				
Name	Address	Phone Number	Average Monthly Transaction	
			₱	
CUSTOMER TRADE REFERENCES				
Name	Address	Phone Number	Average Monthly Transaction	
			₱	
LOAN WITH OTHER BANKS / INSTITUTIONS				
Name of Bank / Institution	Type of Loan	Remaining Years	Outstanding Balance	Monthly Amortization
Waiver of Confidentiality / Grant of Authority (In compliance with BSP Circular No. 472 and Like Regulations)				
I hereby certify that all information contained in this Application and in all supporting documents submitted are true and correct and that the signatures appearing thereon are genuine. In compliance with BSP Circular Nos. 472 (as amended by BSP Circular No. 549) and 589, I hereby authorize the Bank and/or its representative, as my Attorney-in-Fact, to verify my financial capacity, creditworthiness, and all information herein, including previous credit transactions with other institutions, to conduct random verifications with the Bureau of Internal Revenue to establish the authenticity of the Income Tax Returns and accompanying Financial Statements/documents submitted by me in support of this Application and to report and make disclosures of any credit information relative to me that are basically adverse in nature to credit information bureaus and organizations performing similar functions. I willingly and voluntarily, with full knowledge of my rights under the law, waive my rights under any and all statutory and regulatory provisions governing confidentiality of information. I hereby authorize the Bank to obtain such information as it may require concerning the statements made in this Application and that the sources to which it may apply are authorized to provide any information relative to this Application.				
I hereby hold free and harmless the Bank, its stockholders, directors, officers, employees and agents from any claims in relation to this waiver of confidentiality and authority, herein granted.				
Signed this ____ day of _____, 20__ at _____.				
Signature of Borrower			Signature of Spouse / Co-Borrower	

DOCUMENTARY REQUIREMENTS

Application Documents	Post-Approval Documents	
1. Duly filled-up Loan Application Form 2. List of Customers and Suppliers 3. Photocopy of at least 1 valid ID (affix 3 specimen signatures on the photocopy) 4. Photocopy of Residence Certificates 5. Certificate of Business Registration (DTI or SEC with By Laws and Articles of Incorporation) 6. Income Tax Return for the last three years 7. Audited Financial Statement for the last three years 8. Bank Statements/Passbook for the past 6 months 9. Two (2) photocopies of TCT/CCT and Tax Declaration of the collateral property 10. Lot Plan / Vicinity Map	1. Original copies of TCT/CCT 2. Updated Tax Declaration for the land and improvement 3. Tax Receipts and Tax Clearance for the current year 4. Fire Insurance Requirement (Original Policy, Official Receipt showing annual mode of payment and endorsement to the Bank) 5. Signed Automatic Debit Arrangement (ADA) Form or PDCs 6. ITR (personal)	7. Notarized Statement of Assets and Liabilities of JSS 8. IDs of the authorized signatories 9. Board Resolution, if applicable 10. Signed loan documents: a. Real Estate Mortgage Agreement b. Loan Agreement / Credit Agreement c. Credit Advice d. Promissory Note e. JSS of Sureties, if applicable

ANNEX TO THE SMALL BUSINESS LOAN APPLICATION FORM

Client Information File Number \_\_\_\_\_

The undersigned BORROWER/S hereby certify that the additional information below to wit COLLATERAL:

Collateral	Actual Occupants of the Property Constituting the Collateral (only those of legal age)	Relationship to Borrower/s
Property 1		
TCT / CCT No. _____	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
Property 2		
TCT / CCT No. _____	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	
Property 3		
TCT / CCT No. _____	1	
	2	
	3	
	4	
	5	
	6	
	7	
	8	
	9	
	10	

and the documents submitted to support it, if any, are hereby true and correct and may be relied upon by the United Coconut Planters Bank (the "Bank") for the purpose of processing the undersigned's application for a Small Business Loan.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_ at \_\_\_\_\_.

Signature of Borrower

Signature of Spouse / Co-Borrower