

SME Loan Checklist of Requirements



APPLICATION REQUIREMENTS

BASIC DOCUMENTS

- ☐ Filled-out and signed application form
- ☐ Clear copy of one (1) valid ID matching application details
- ☐ Marriage Contract (if applicable)

INCOME DOCUMENTS

If Individual/Sole Proprietorship

If Locally Employed

- ☐ Latest Income Tax Return or BIR Form 2316 or latest payslip
- ☐ Certificate of Employment (COE) with Salary

If Self-Employed

- ☐ Photocopy of Audited Financial Statements for the last 2 years with latest ITR
- ☐ Bank Statements for the last 6 months or Photocopy of Passbook showing at least 6 months transactions
- ☐ Certificate of Business Registration with DTI
- ☐ Business Background/Company Profile
- ☐ Proof of other income, if any

If Employed Abroad

- ☐ Proof of Remittance for the last 6 months
- ☐ Latest Crew Contract (for seafarers)
- ☐ Certificate of Employment with Salary/Employment Contract (Consularized if no proof of remittance is submitted)

If from Rental of Property/ies

- ☐ Lease Contract
- ☐ Photocopy of TCT/CCT

If Partnership/Corporation

- ☐ Photocopy of Audited Financial Statements for the last 2 years with latest ITR
- ☐ Bank Statements for the last 6 months or Photocopy of Passbook showing at least 6 months transactions
- Any of the following:
 - ☐ Partnership - Articles of Partnership and Certificate of Registration issued by SEC
 - ☐ Corporation - Certificate of Registration issued by SEC, Latest Amended Articles of Incorporation and By-Laws, List of Elected Officers/General Information Sheet, Board Resolution or Secretary's Certificate
- ☐ Business Background/Company Profile
- ☐ Proof of other income, if any

COLLATERAL DOCUMENTS

- ☐ Photocopy of TCT/CCT
- ☐ Photocopy of Tax Declaration (for land and improvement)
- ☐ Reservation agreement or Contract To Sell or Statement of Account (for BDO Accredited Developers only)

If Construction Loan

- ☐ Building/Floor Plan of proposed improvement
- ☐ Bill of materials
- ☐ Specification of proposed finishes

If Refinancing/Loan Take Out

- ☐ Statement of Account from current lender and Official Receipts for the last three (3) months

Others

- ☐ Appraisal Fee

POST-APPROVAL REQUIREMENTS

- ☐ Original Owner's Copy of TCT/CCT
- ☐ Original Tax Clearance (Updated)
- ☐ Certified true copy of latest Tax Declaration
- ☐ Master Deed of Declaration (for condominium only)
- ☐ Certificate of No Improvement (if vacant lot)
- ☐ Fire Insurance Policy on Improvement (coursed thru the Bank)
- ☐ Photocopy of latest full year Real Estate Tax Receipt (RETR)
- ☐ Copy of Contract to Sell for properties from BDO Accredited Developers (if Non-Residential)
- ☐ Special Power of Attorney (if applicable)