



**SMALL BUSINESS CORPORATION  
Retail Lending Program**

SCHEDULE OF DOCUMENTARY REQUIREMENTS  
FOR NEW LOAN APPLICATIONS

**Submitted**  
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**Upon Loan Application**

- Accomplished Business Loan Application Form - *SBC form* \_\_\_\_\_
- Notarized Client Information Sheet with fully accomplished Statement of Assets and Liabilities (for each of the major owners/officers) and recent ID picture –*SBC form* \_\_\_\_\_
- Business registration papers (with business and mayor’s permit) \_\_\_\_\_
- Latest year-end in-house financial statements (plus interim in-house financial statements if year-end FS is more than 6 months old upon loan application) \_\_\_\_\_
- Latest ITR and BIR-filed financial statements \_\_\_\_\_
- Prior years in-house financial statements (prior 2 years for long-standing companies) \_\_\_\_\_
- Breakdown of account receivables, with aging schedule \_\_\_\_\_
- Location map of the project/business site \_\_\_\_\_
- Proof of billing at residential address \_\_\_\_\_
- Proof of billing at business address \_\_\_\_\_
- List of suppliers, buyers and lessor (if business site is rented) with corresponding contact persons/numbers \_\_\_\_\_
- Certification on bank loans, if applicable \_\_\_\_\_
- Proof of ownership registration of collateral properties offered to secure the loan
  - Land title or certificate of registration (if motor vehicle) \_\_\_\_\_
  - Tax declaration \_\_\_\_\_
  - Proof of latest realty tax payment or copy of OR (if motor vehicle) \_\_\_\_\_
- Location map of real estate collateral properties, if applicable \_\_\_\_\_
- *In case of fixed assets financing*, proof of costing of assets to be financed \_\_\_\_\_
- *In case of transactional loan financing*, photocopy of sales document/s to be financed \_\_\_\_\_
- *In case of financing for start-up*, franchise agreement/certification of authority to franchise or market/feasibility study (in case of a non-franchise business) \_\_\_\_\_

**Note:**

1. *Non-compliance to above documentary requirements is a ground for non-acceptance of loan application.*
2. *Negative findings on the loan applicant/company is a ground for loan denial.*
3. *Availability of above documents is a condition to the scheduling of a project visit.*

**During the Project Visit**

- Board resolution to borrow and on authorized signatories (and on mortgage, if applicable) \_\_\_\_\_
- Proof of historical sales transactions to serve as support to sales verification (official receipt, sales invoice/PO, bank statement, passbook among others) \_\_\_\_\_
- Accomplished SBC signature card, as facilitated by the SBC account officer \_\_\_\_\_
- Dated check of P4,000.00 to serve as commitment fee \_\_\_\_\_
- Business contracts including marketing agreements and leasehold contracts among others (if any) \_\_\_\_\_

For simple verification by Account Officer during the project visit (Submission is optional.)

- Proof of at least one year bank account (for more than P500,000 loan amount) \_\_\_\_\_
- Copy of official receipt of the business \_\_\_\_\_
- Proof of latest payment of rental of business site, if applicable \_\_\_\_\_

*The borrower shall be given a maximum of **one month** after the project visit to fully comply with the documents supposed to be submitted ‘During the Project Visit’.*

<b>PRE-QUALIFICATION OF LOAN APPLICATION:</b>		
	Yes	No
<i>Compliance to Initial Documentary Requirements</i>	<input type="radio"/>	<input type="radio"/>
<i>Assessed to be Qualified under Any of SBC’s Existing Retail Lending Facilities (Facility: _____)</i>	<input type="radio"/>	<input type="radio"/>
<i>If No, what is/are the reason/s for disqualification?</i>		
_____		

Loan application acknowledged/Pre-qualified by:

\_\_\_\_\_  
(Name and Signature of SBC Representative)

Date: \_\_\_\_\_