

**SMALL BUSINESS CORPORATION
Retail Lending Program**

**SCHEDULE OF DOCUMENTARY REQUIREMENTS
FOR RENEWAL OR RE-AVAILMENT OF EXISTING SBC LOAN**

	<u>Submitted</u>
1. Letter of Request (for renewal of Credit Line or for new/additional loan)	_____
2. *Board Resolution to borrow and on authorized signatories (and on mortgage, if applicable)	_____
3. *Notarized client information sheet with fully accomplished Statement of Assets and Liabilities (for each of the major owners/officers)	_____
4. *Valid mayor's permit	_____
5. Latest year-end in-house financial statements (not more than 1 year old)	_____
6. Interim financial statements of current year (not more than 4 months old)	_____
7. Latest ITR and BIR-filed financial statements	_____
8. Breakdown of accounts receivable, with aging schedule	_____
9. Updated list of suppliers and buyers, creditors and lessor (if business site is rented)with corresponding contact numbers	_____
10. Certification on bank loans, if applicable	_____
11. Proof of costing of assets to be financed (for financing of fixed assets)	_____
12. In the case of transactional financing, photocopy of updated sales document/s to be financed	_____
13. Updated proof of historical sales transactions to serve as support to sales verification (OR, sales invoice, bank statement and/or passbook among others)	_____
14. Post-dated check of P4,000 to serve as commitment fee	_____

Note:

**Required only if previously submitted document is already more than one year old or expired, as in the case of mayor's permit.*

The borrower shall be given one month after the project visit to fully comply with all the document ary requirements.

Submission acknowledged by:

(Name and Signature)
SBC Representative

Date: _____