

AMOUNT APPLIED FOR		TERM OF LOAN		PURPOSE OF LOAN	
BORROWER'S DATA					
SURNAME		FIRST NAME		M.I.	
				CIVIL STATUS	
				{ } Single { } Widowed { } Married { } Separated	
CITY ADDRESS: { } Rented { } Owned { } Others _____ Length of stay _____				PROVINCIAL ADDRESS:	
Residence Tel. No.		Cellphone No.		E-mail Address	
				NAME OF SPOUSE:	
GENDER { } Male { } Female		BIRTHDATE		TIN:	
EMPLOYER/POSITION		EMPLOYER'S ADDRESS		NO. OF DEPENDENTS:	
				TEL. NO.	
				LENGTH OF SERVICE:	
SPOUSE'S EMPLOYER		SPOUSE'S EMPLOYER'S ADDRESS		TEL. NO.	
				LENGTH OF SERVICE	
FINANCIAL CONDITION (For Individual Borrower Only)					
BORROWER: PRESENT POSITION _____ PRESENT MONTHLY INCOME Basic Compensation Income P _____ Fixed Allowances _____ Less: Deductions/Other Loans _____ Net Pay _____ Average Overtime/Commissions _____ Others _____ TOTAL p _____			BORROWER SPOUSE: PRESENT POSITION _____ { } Non-Officer { } Officer PRESENT MONTHLY INCOME Basic Compensation Income P _____ Fixed Allowances _____ Less: Deductions/Other Loans _____ Net Pay _____ Average Overtime/Commissions _____ Others _____ TOTAL p _____		
FINANCIAL REFERENCES					
LOANS					
Name of Lender		Type of Loan		Date Granted	
				Remaining Balance	
				Amortization	
CREDIT CARDS					
Card Issuer		Card No.		Credit Limit	
				Outstanding Balance	
DEPOSITS					
Name of Bank		Branch		Type of Account	
				Account No.	
				Average Amount	
TRADE REFERENCES					
Major Customer		Type of Goods/Services Sold		Average Monthly Sales	
				Credit Term	
				Contact Person/Position/Tel. No.	
Major Suppliers		Type of Goods/Services Sold		Average Monthly Purchases	
				Credit Term	
				Contact Person/Position/Tel. No.	
For Partnership and Corporations					
OWNERSHIP AND CAPITAL STRUCTURE					
Stockholders/Partners		% Owned (Paid-up)		Capital Structure	
				Latest	
				Authorized Capital	
				P	
				Subscribed Capital	
				P	
				Paid-up Capital	
				P	
				Date of latest increase	
				% of Filipino Owned	
BOARD OF DIRECTORS AND KEY OFFICERS					
Board of Directors		Position		Key Officers	
				Position	
AFFILIATES/SUBSIDIARIES/ RELATED INTEREST					
Name of Company		Address		Nature of Business	
				% Owned	

SKETCH OF RESIDENCE		
SKETCH OF BUSINESS LOCATION		
<div>UNDERTAKING</div> <p>I/We certify that all information contained in this application are true and correct. I/We authorized Sun Savings Bank to obtain such information as may be required concerning the statements made in this application and that the source to which Sun Savings Bank may apply for such information are hereby authorized to provide the same. We agree that the loan application shall be subject to Bangko Sentral ng Pilipinas rules, regulations and policies of the Bank and hereby undertake to comply with/submit all the loan requirements. I/We agree that the application may remain the bank's property whether the credit is granted or not.</p> <div><div>SIGNATURE OF BORROWER/ AUTHORIZED SIGNATORY/IES (for Partnership/corporation)</div><div>SIGNATURE OF SPOUSE (if applicable)</div></div>		
FOR BANK USE ONLY		
Application Received by:	Date Received	Appraisal Fee _____ <input type="checkbox"/> Cash <input type="checkbox"/> Check Official Receipt: No. _____ Date Paid: _____

Business Loan Application Document Checklist

DOCUMENTATION CHECKLIST:

- ☐ Fully filled-lout Loan Application Form signed by applicant & spouse /or authorized signatories
- ☐ Audited Financial Statement /In-house FS
- ☐ BIR stamped ITR for the last 3 years
- ☐ Bank statements for the last 6 months of all major depository banks
- ☐ In-house Financial Statements for the last 3 years
- ☐ Interim Financial Statements for the current year
- ☐ Marriage Contract (if married)
- ☐ Two (2) Passport Size Pictures (applicant)
- ☐ Photocopy of any government issued I.D. (applicant & spouse)
- ☐ Community Residence Certificate – Cedula

Date Submitted/Received by

Required if in Business

- Business Registration Documents
- ☐ DTI Certificate of Registration -sole Proprietorship
- ☐ SEC Registration & Articles of Incorporation/ Partnership & amendments
- ☐ By-Laws of Corporation/Partnership and Amendments, if any
- ☐ Company Profile with ownership structure, manpower complement, product lines/services provided
- ☐ General Information Sheet, management credentials. Brief background major stockholders and key officers’
- ☐ List of Suppliers and Customers with contact persons and telephone numbers (at least 5 each)

Others (as required by the Bank)

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