



Ref. No. _____

BUSINESS LOAN APPLICATION FORM

BORROWER'S INFORMATION

Name of Business/Firm: _____		
TIN: _____	SSS: _____	Years in operation: _____
Business address: _____	Contact No.: _____	<input type="checkbox"/> Owned. Length of stay _____
_____	_____	<input type="checkbox"/> Rented
Factory/branch address: _____	Contact No.: _____	<input type="checkbox"/> Owned. Length of stay _____
_____	_____	<input type="checkbox"/> Rented
Nature of business: _____	Type of business: _____	<input type="checkbox"/> Corporation
_____	<input type="checkbox"/> Sole Proprietorship	
_____	<input type="checkbox"/> Partnership	

LOAN DETAILS

Amount: _____	Term: _____	Fixing Period: _____
Purpose of Loan:		
<input type="checkbox"/> Working Capital	<input type="checkbox"/> Construction/renovation of office/business facilities	<input type="checkbox"/> Business expansion
<input type="checkbox"/> Acquisition of property for business	<input type="checkbox"/> Refinancing of business loan	<input type="checkbox"/> Other (please specify) _____
<input type="radio"/> Property will serve as collateral	<input type="checkbox"/> Purchase of fixed assets or equipment	
<input type="radio"/> Property will not serve as collateral		

COLLATERAL DETAILS

Collateral 1

Property Address: _____

Present registered owner: _____ Contact person: _____

TCT/CCT No.: _____ Contact No.: _____

Type of Collateral:

<input type="checkbox"/> House and lot	<input type="checkbox"/> Condominium	<input type="checkbox"/> Others
<input type="checkbox"/> Lot only	<input type="checkbox"/> Commercial building	
<input type="checkbox"/> Townhomes	<input type="checkbox"/> Mixed commercial/residential	_____

Collateral 2

Property Address: _____

Present registered owner: _____ Contact person: _____

TCT/CCT No.: _____ Contact No.: _____

Type of Collateral:

<input type="checkbox"/> House and lot	<input type="checkbox"/> Condominium	<input type="checkbox"/> Others
<input type="checkbox"/> Lot only	<input type="checkbox"/> Commercial building	
<input type="checkbox"/> Townhomes	<input type="checkbox"/> Mixed commercial/residential	_____

CO-BORROWER / MORTGAGOR / CO-MORTGAGOR INFORMATION

<input type="checkbox"/> Co-borrower	<input type="checkbox"/> Mortgagor	<input type="checkbox"/> Co-mortgagor
Name (First Middle Last) _____		Position in company: _____
SSS/GSIS: _____	TIN: _____	Citizenship: _____
Birthdate (mm/dd/yyyy): _____	Birth place: _____	Contact No.: _____
Gender:	Civil status:	
<input type="checkbox"/> Male	<input type="checkbox"/> Single	<input type="checkbox"/> Widow / widower
<input type="checkbox"/> Female	<input type="checkbox"/> Married	
No. of dependents: _____	Highest educational attainment: _____	
Permanent (Address 1): _____	Length of stay: _____ yrs	
Present (Address 2): _____	Length of stay: _____ yrs	
Residence is:	Tel. No. _____	Fax No. _____
<input type="checkbox"/> Owned	_____	
<input type="checkbox"/> Rented	Mobile No. _____	Email address: _____
<input type="checkbox"/> Living with parents	_____	
<input type="checkbox"/> Mortgaged	Preferred Mailing Address: <input type="checkbox"/> Address 1 <input type="checkbox"/> Address 2	

SPOUSE INFORMATION

Name (First Middle Last) _____

SSS/GSIS: _____ TIN: _____ Citizenship: _____

Birthdate (mm/dd/yyyy): _____ Birth place: _____ Contact No.: _____

Birthdate (mm/dd/yyyy): _____ Birth place: _____ Contact No.: _____

Highest educational attainment: _____ Current Employer/Business: _____

LOANS WITH OTHER BANKS AND FINANCIAL INSTITUTIONS

BANK REFERENCE

TRADE / PERSONAL REFERENCES

UNDERTAKING

Finally, I/we also hereby acknowledge and authorize: 1) the regular submission and disclosure of my Basic Credit Data (as defined under Republic Act No. 9510 and its Implementing Rules and Regulations) to the Credit Information Corporation (CIC) as well as any updates or corrections thereof; and 2) the sharing of my basic credit data with other lenders authorized by the CIC, and credit reporting agencies duly accredited by the CIC.

Authorized Signatory
Signature over printed name/Date

FM-KCFC-003
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KOMPASS CREDIT AND FINANCING CORPORATION
BUSINESS LOAN APPLICATION CHECKLIST

A. WHO MAY APPLY			
1.	Sole proprietorship, partnership or corporation (at least 60% Filipino-owned).		
2.	With proven business track record ~ positive net income / retained earnings for the past 3 years.		
3.	Owner is at least 25 years old but not more than 65 years old.		
4.	Business must be registered with DTI or SEC.		
		Date submitted	Received by
B. BASIC REQUIREMENTS			
<input type="checkbox"/>	Completely filled out and signed application form		
<input type="checkbox"/>	Photocopy of one (1) valid government-issued ID with signature and photo		
<input type="checkbox"/>	Marriage contract of all parties to the transaction, if applicable		
C. FOR BUSINESS ENTITY			
<input type="checkbox"/>	Photocopy of audited financial statements (AFS) for the last three (3) years		
<input type="checkbox"/>	Business background / company profile		
<input type="checkbox"/>	Bank statements or photocopy of passbook for the past six (6) months		
PARTNERSHIP			
<input type="checkbox"/>	Articles of Partnership		
<input type="checkbox"/>	Certificate of Business Registration issued by SEC		
CORPORATION			
<input type="checkbox"/>	Certificate of Business Registration issued by SEC		
<input type="checkbox"/>	Latest amended Articles of Incorporation and By-Laws		
<input type="checkbox"/>	List of elected officers		
<input type="checkbox"/>	Board Resolution or Secretary's Certificate		
D. COLLATERAL DOCUMENTS			
<input type="checkbox"/>	Photocopy of TCT/CCT		
For Construction			
<input type="checkbox"/>	Building Plan or Floor Plan		
<input type="checkbox"/>	Bill of materials and labor cost		
<input type="checkbox"/>	Building specifications certified by an Architect / Civil Engineer		
Others			
<input type="checkbox"/>	Collateral appraisal authorization		
<input type="checkbox"/>	Credit and financial information authorization		
<input type="checkbox"/>	Copy of Lease Contracts and Title Income from rented/leased properties, if applicable		
<input type="checkbox"/>	For refinancing/loan take out, statement of account and official receipt for the last three (3) months		
<input type="checkbox"/>	Appraisal fee		
AFTER APPROVAL OF APPLCIATION			
<input type="checkbox"/>	Original owner's duplicate copy of TCT/CCT		
<input type="checkbox"/>	Original Tax Certificate		
<input type="checkbox"/>	Photocopy of latest full year Real Estate Tax Receipt (RETR)		
<input type="checkbox"/>	Latest Copy of Tax Declaration on Land and Improvement		

* Please note that additional requirements may be asked based on the nature of the borrower's profile / account / collateral type