

GENERAL CHECKLIST OF REQUIREMENTS

I. INDIVIDUAL BORROWERS/ SINGLE PROPRIETORSHIPS

- 1. Fully Accomplished Application form from Caritas Banco Ng Masa
- 2. One 2 X 2 Recent Picture of Borrowers and Co-Borrowers
- 3. Photocopy of Two Valid IDs of Borrower and Co-Borrowers
- 4. Photocopy of Residence Certificate/ Barangay Clearance
- 5. If employed:
 - a. Certificate of Employment and Compensation from Employer of Borrower
 - b. Copy of Latest Two Months Pay Slip
 - c. Billing Statement- Electricity, Water or Cellphone
- 6. Business Permit / Mayor's Permit
- 7. Income Tax Return (ITR) Latest 2 Years
- 8. Audited Financial Statement (Latest 2 Years)
- 9. Photo copy of passbook or Statement of Account (Latest 6 mos. to 12 mos.)
- 10. List of assets and liabilities
- 11. List of Major Customers and Suppliers and Creditors

II. CORPORATE BORROWERS

- 1. Board resolution to borrow & authorized signatures
- 2. Xerox of Articles of Incorporation & By-laws
- 3. Income Tax Return (ITR) Latest 2 Years
- 4. Audited Financial Statements (Latest 2 Years)
- 5. Corporate Profile
- 6. List of Major Suppliers and Creditors

III. COLLATERAL REQUIREMENTS

- 1. If to be Secure By REM:
 - a. RD Certified True Copy of Title (Front & Back)
 - b. Photocopy of Tax Declaration
 - c. Tax Clearance
 - d. Location Plan / Vicinity Map
- 2. If to be Secure By Chattel:
 - a. Photocopy of OR / CR for Vehicles
 - b. Picture of Chattel Item
 - c. Affidavit of Ownership