

GENERAL LIST OF REQUIREMENTS

Requirements for individual buyer

1. Photocopy of valid ID with signature
2. 2 x 2 ID picture
3. Photocopy of Community Tax Certificate
4. Photocopy of Marriage Contract (if married)
5. Proof of billing address
6. If buyer has an authorized representative, Special Power of Attorney and valid ID of authorized signatory. If Buyer is abroad, SPA should be duly notarized not longer than six (6) months and duly authenticated by the Phi. Consular Office
7. Affidavit of Undertaking if spouse cannot sign, either because of legal separation or abroad
8. Death Certificate of Spouse (if applicable)
9. If self-employed, audited Financial Statements for the past 2 years
10. Copy of Guardianship Order for minors not represented by their parents

Requirements for a company

1. Board Resolution or Secretary's Certificate showing grant of authority to purchase, negotiate, sign as well as the authorized signatory
2. SEC Registration/Articles of Incorporation/By-Laws
3. 2 x 2 ID picture of the authorized signatory
4. Photocopy of valid ID with signature of authorized signatory
5. Proof of billing address

Additional requirements for in-house Financing/Pag-ibig Borrowers

- a. Photocopy of Income Statement for the last two (2) years
- b. Latest consecutive pay slips
- c. Certificate of Employment and Compensation
- d. Contract of Employment (if working abroad)

Additional requirements for Provident Account Borrowers

- a. Photocopy of Income Statement for the last two (2) years
- b. Latest consecutive pay slips
- c. Certificate of Employment and Compensation
- d. Contract of Employment (if working abroad)
- e. Letter of Entitlement
- f. Checklist of Bank/Provident Fund Requirements