

List of Requirements

I. LOAN PURPOSE AND AMOUNT

Request Letter Please Specify the ff :
 Loan purpose
 Loan amount
 Desired term of the loan
 Repayment Plan / Repayment Terms

Checklist

Remarks

II . CORPORATE PROFILE AND HISTORY

Corporate/History Profile
 Latest General Information Sheet
 Directors & Officers : Bio data
 Table of Organization with Functional Descriptions
 Number of Employees per Department and per Branch
 List of Branch Offices
 Subsidiaries/Affiliates
 SEC / DTI Certificate of Registration
 Articles of Incorporation and By Laws
 Latest Community Tax Certificate
 Audited Financial Statements for the last three (3) years
 Income Tax Return for the last three (3) years
 In-House / Interim Financial Statements for the last three (3) years
 2022 Intern Financial Statements
 Repayment Plan / Repayment Terms
 Projected Cash Flows, Income Statement, Balance Sheet (for desired term of the loan)
**In excel file with formulas and assumptions*
 Bank Statements (December 2021, January 2022 and up to date)
 Summary of Bank Loans
 Bank
 Facility
 Date Granted
 Amount Approved
 Term
 Rate
 O/S Balance
 Collateral
 Contact Person and Number
 Authorization to verify bank loans

III. SECURITY / COLLATERAL OFFERED

REM
 - Authenticated copy of Transfer Certificate of Title of the property offered as collateral
 - Authenticity of Title (to be secured from the Registry of Deeds)
 - Photocopy of original title/s
 - Photocopy of Tax Declaration of the property (land & improvements)
 - Photocopy of Real Estate Tax Receipts / Tax Clearance for current year
 - Lot plan & vicinity map certified by the Bureau of Lands/Geodetic Engineer
 - Building Plans & Specifications

IV. OTHERS - to follow if lending/borrowing transaction will push through

Board Resolution / Secretary Certificate / Special Power of Attorney
 - Secretary's Certificate / Board Resolution authorizing the company to apply for a loan with Cocolife and designating an authorized signatory/ies to sign all documents related to the availment of the loan
 - Secretary's Certificate / Board Resolution authorizing the company to mortgage the collateral property and designating an authorized signatory/ies to sign all documents related to the availment of the loan
