

**List of Requirements**

**\* P10,000 application fee (non-refundable)**

**Checklist**

**I. LOAN PURPOSE AND AMOUNT**

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

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**II . CORPORATE PROFILE AND HISTORY**

Corporate/History Profile  
Latest General Information Sheet (2024 or 2023)  
Directors & Officers : Bio data  
SALN of Major Stockholders/Directors/Officers with breakdown of accounts  
Table of Organization with Functional Descriptions  
Number of Employees/Department  
List of Branch Offices  
Subsidiaries/Affiliates


**II . CORPORATE PROFILE AND HISTORY**

SEC / DTI Certificate of Registration  
Articles of Incorporation and By Laws  
2022 Community Tax Certificate  
Three (3) years Audited Financial Statements  
Three (3) years Income Tax Return  
2024 Interim Financial Statements  
Repayment Plan / Repayment Terms (n excel file with formulas)  
    Projected Cash Flows, Income Statement, Balance Sheet (for desired term of the loan WITH ASSUMPTIONS)  
    *\*In excel file with formulas and assumptions*


Bank Statements (Full year 2023, January 2024 and up to date)  
Summary of Bank Loans with the following details:

Bank  
Facility  
Date Granted  
Amount Approved  
Term  
Rate  
O/S Balance  
Collateral  
Contact Person and Number  
Authorization to verify bank loans  
List of Clients and Suppliers with contact details  
Copy of contracts between clients and suppliers  
Sample transaction Documents with existing clients ( ex. Contract, proof of service, Invoice, OR)


**III. SECURITY / COLLATERAL OFFERED**

REM  
- Authenticated copy of Transfer Certificate of Title of the property offered as collateral  
- Photocopy of original title/s  
- Photocopy of Tax Declaration of the property (land & improvements)  
- Lot plan & vicinity map certified by the Bureau of Lands/Geodetic Engineer


**IV. OTHERS**

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


## Letter of Intent

(Date)

**JESSICA JOYCE C. SANTOS**

SVP and Head, Loans Department

Investment Division

Cocolife

Dear Ms. Santos,

This is to formally express the intention of our company, (Company/Borrower's Name), to apply for a (Type of Loan) in the amount of (Total Amount of the loan) to finance the (Purpose of the Loan). Based on our position, we expect that we can repay the intended loan within a period of (Term of the loan).

If granted, the funding for the loan amortization payments will be sourced from (Source of payments). Given this, may we request for the following considerations:

(Repayment terms, if any)

For your consideration and guidance.

Thank you!

Sincerely,

(NAME)

(POSITION)