

NOTES:

1. **Submit one (1) complete set of documents (attach the original document for verification)** together with the non-refundable filing fee to ensure fast processing of loan application. The Bank may ask for additional requirements in the course of processing the application. Other post-approval requirements shall be submitted once loan is approved.
2. Inquiries can be made at the following numbers: **885-5555 local 5289, 5330, 5371, 5381, 5382, 5383, 5456; 815-4749; 802-9307; 840-2745** or visit **www.chinabank.ph** for more information.

BASIC REQUIREMENTS <i>For Individual: Required from Principal and Co-Borrower; For Partnership/Corporation: Required from Company and Co-Borrower</i>	DATE RECEIVED	REMARKS
<input type="checkbox"/> Application Form (attach "2x2" ID Picture)		
<input type="checkbox"/> Two (2) Valid IDs		
<input type="checkbox"/> Latest Income Tax Return (BIR Form 2316) <i>(for Corporation: ITR of Company and Co-Borrower)</i>		
<input type="checkbox"/> Marriage Contract (if applicable)		
ADDITIONAL REQUIREMENTS:		
FOR INDIVIDUALS:		
For Employed:		
<input type="checkbox"/> Certificate of Employment with Compensation and Tenure		
For Professionals:		
<input type="checkbox"/> Profession Information Sheet (CBC Form)		
For OFWs / Non-Residents:		
<input type="checkbox"/> Certificate of Employment / POEA Contract		
<input type="checkbox"/> Proof of Remittance / Payslips for the last six (6) months		
<input type="checkbox"/> Consularized Special Power of Attorney <i>(CBC Format, to be submitted upon Loan Approval if applicable)</i>		
FOR SOLE PROPRIETORSHIP:		
<input type="checkbox"/> DTI Registration		
<input type="checkbox"/> Audited Financial Statements for the last three (3) years		
<input type="checkbox"/> Bank Statements		
<input type="checkbox"/> Company Profile		
<input type="checkbox"/> Complete List of Customers and Suppliers (including contact person and number)		
FOR PARTNERSHIPS / CORPORATIONS:		
<input type="checkbox"/> SEC Registration, Articles of Incorporation and By-Laws		
<input type="checkbox"/> Audited Financial Statements for the last three (3) years		
<input type="checkbox"/> Board/Partnership Resolution / Secretary's Certificate		
<input type="checkbox"/> Current General Information Sheet (GIS)		
<input type="checkbox"/> Company Profile		
<input type="checkbox"/> Complete List of Customers and Suppliers (including contact person and number)		
COLLATERAL REQUIREMENTS	DATE RECEIVED	REMARKS
<input type="checkbox"/> Owner's Duplicate Copy of Transfer / Condominium Certificate of Title		
<input type="checkbox"/> Vicinity / Location Map and Lot Plan		
<input type="checkbox"/> Current Tax Declarations (Land and Improvement)		
<input type="checkbox"/> Current Real Estate Tax Receipts (Land and Improvement)		
<input type="checkbox"/> Current Real Estate Tax Clearances (Land and Improvement)		
ADDITIONAL REQUIREMENTS:		
PURCHASE OF LOT / HOUSE AND LOT / TOWNHOUSE / CONDOMINIUM or REIMBURSEMENT:		
<input type="checkbox"/> Contract to Sell (CTS) / Reservation Agreement / Conditional Deed of Sale		
<input type="checkbox"/> Statement of Account		
<input type="checkbox"/> Deed of Assignment / Title for designated parking lot (if applicable)		
HOUSE CONSTRUCTION / HOME RENOVATION / HOME IMPROVEMENT:		
<input type="checkbox"/> Floor and Building Plans		
<input type="checkbox"/> Cost Estimates and Material Specifications		
REFINANCING:		
<input type="checkbox"/> Statement of Account		
<input type="checkbox"/> Bank Ledgers / Official Receipts of Loan Payments for 3 months		
<input type="checkbox"/> FILING FEE (non-refundable): PHP3,500.00		