

**Bangko Sentral ng Pilipinas**  
**Asset Management Department**

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photo here*

**INFORMATION SHEET FOR REAL ESTATE BROKER**  
***(Individual Broker and Sole Proprietor)***

Name/Trade Name			
Address			
Telephone No.		Fax No.	
E-Mail Address		Cellphone No.	
Nationality		Date of Birth	
CTC No./Date Issued		T I N	
REB License No.		Expiry Date:	
No. of years as a Broker			
Affiliation with brokers association			
Membership with other organizations (if any)			
Average Annual Value of Properties Sold			
Where to credit broker's commission			
Type of Bank Account:		Name of Bank 1/	Branch
S/A			
C/A			

**1/ The depository bank may charge a service fee for availing the Electronic Peso Clearing and Settlement (EPCS) System. Please accomplish Authority to Credit Form.**

**CERTIFICATION**

I hereby certify that all the information stated above and supporting documents submitted are true and correct to the best of my knowledge and belief.

Broker's Signature \_\_\_\_\_

Date Signed \_\_\_\_\_

**Documentary Requirements:**

Put check mark for items submitted:

- PRC certified photocopy of valid Real Estate Broker's License
- Photocopy of Certificate of Registration issued and certified by the HLURB
- Certificate of Good Standing from Broker's Association
- NBI Clearance
- Photocopy of Income Tax Return for two years
- Photocopy of Tax Identification Number Card
- Two (2) recent "2 x 2" pictures
- Photocopy of VAT or Non-VAT Certificate of Registration with BIR (Form 2303)
- Photocopy of Registration of Trade Name with DTI, if applicable

<b>Bangko Sentral ng Pilipinas</b> <b>Asset Management Department</b>  <b>INFORMATION SHEET FOR REAL ESTATE BROKER</b> <i>(Partnership or Corporation)</i>		paste photo of authorized representative	
Business Name			
Business Address			
Telephone No.		Fax No.	
E-Mail Address		TIN	
Date of Incorporation		Company TIN	
Affiliation with brokers association			
Where to credit broker's commission:			
Type of Bank Account:		Name of Bank 1/	Branch
Savings Account No.			
Current Account No.			
<b>1/The depository bank may charge a service fee for availing the Electronic Peso Clearing and Settlement (ECPS) System. Please accomplish attached Authority to Credit Form.</b>			
<b>CERTIFICATION</b>			
I hereby certify that the information stated above and supporting documents submitted are true and correct to the best of my/ our knowledge and belief.			
Signature of Authorized Representative _____			
REB License No. _____		Expiry Date _____	
Date Signed _____			
<b>Documentary Requirements:</b>			
Put check mark for items submitted:			
<input type="checkbox"/> SEC Certificate of Registration ( <i>certified photo copy by company officer</i> )			
<input type="checkbox"/> Articles of Partnership/ Incorporation/ By-Laws ( <i>certified photo copy by company officer</i> )			
<input type="checkbox"/> Certificate of Registration with HLURB ( <i>certified true copy by HLURB</i> )			
<input type="checkbox"/> Business License/ Permit from local government ( <i>photo copy</i> )			
<input type="checkbox"/> Secretary's Certificate on name of authorized representative(s) - ( <i>notarized copy</i> )			
<input type="checkbox"/> Real Estate Broker's License of authorized representative(s) ( <i>issued and certified by PRC</i> )			
<input type="checkbox"/> List of Brokers employed and respective REBL Number ( <i>original copy</i> )			
<input type="checkbox"/> VAT or non-VAT Certificate of Registration with BIR ( <i>photo copy</i> )			
<input type="checkbox"/> Notarized Secretary's Certificate of No Pending Case ( <i>original copy</i> )			
<input type="checkbox"/> Audited Financial Statements for last two years ( <i>photo copy</i> )			
<input type="checkbox"/> Certificate of Good Standing of principal officer from broker's association ( <i>original copy</i> )			
<input type="checkbox"/> Tax Identification Number (TIN) Card of the Firm ( <i>photo copy</i> )			
<input type="checkbox"/> Two (2) recent "2 x 2" pictures of authorized representative(s)			