



BANGKO SENTRAL NG PILIPINAS
OFFICE OF THE GOVERNOR

CIRCULAR NO. _____
Series of 2022

Subject: Guidelines on the Adoption of the Standard Business Loan Application Form (SBLAF)

The Monetary Board, in its Resolution No. ___ dated _____ 2022, approved the guidelines on the adoption of the Standard Business Loan Application Form (SBLAF).

Section 1. Section 307 of the Manual of Regulations for Banks (MORB) and Sections 306-Q and 307-N of the Manual of Regulations for Non-Bank Financial Institutions (MORNBFII) on the guidelines on the SBLAF adoption are hereby added to read as follows:

307/306-Q/307-N MANDATORY ADOPTION OF THE STANDARD BUSSINESS LOAN APPLICATION FORM

Policy statement. It is the thrust of the Bangko Sentral to promote broad and convenient access to high quality financial services and consider the interest of the general public. In line with this, the Bangko Sentral mandates the adoption of a standard business loan application form or SBLAF templates by covered entities in accordance with the parameters and guidelines specified under this Section.

The SBLAF is designed to make the loan application process more streamlined and borrower-friendly for its target users, the micro, small, and medium enterprises (MSMEs). The adoption of the SBLAF templates by covered entities supports the MSMEs' access to financial products and services by facilitating transparency, ease of understanding, and efficiency in loan applications (i.e., reduced turnaround time in processing loan applications). It is also expected to enable the covered entities to improve their risk assessment, hasten turnaround time, and facilitate transition to digital loan application platforms. Moreover, the use of SBLAF among covered entities will likewise support data requirements for improved and consistent credit information services.

Towards this end, the Bangko Sentral hereby issues the following guidelines governing the mandatory adoption of the SBLAF.

Definition of Terms. For the purpose of this Section, the following definitions shall apply:

- a. *Business loan* - refers to secured or unsecured loans extended to an enterprise to finance business operations and capital expenditures.

- b. *Cooperative* - refers to an autonomous and duly registered association of persons as defined under Republic Act (R.A.) No. 9520, otherwise known as the Philippine Cooperative Code of 2008.
- c. *Corporation* - refers to an artificial being created by operation of law, having the right of succession and the powers, attributes, and properties expressly authorized by law or incidental to its existence as described under R.A. No. 11232, otherwise known as the Revised Corporation Code of the Philippines.
- d. *Micro, Small and Medium Enterprises (MSMEs)* - refer to MSMEs as defined in Section 332 (Definition of terms) of the MORB.
- e. *One Person Corporation* - refers to a corporation with a single stockholder as described under R.A. No. 11232.
- f. *Partnership* - refers to a juridical entity where two or more individuals combine their capital, property, skills or labor, or all of these, for the transaction of a lawful business for gain, upon an understanding that profits or losses shall be shared or borne by them in certain proportions as described under Article 1767 of R.A. No. 386, otherwise known as the Civil Code of the Philippines.
- g. *Standard Business Loan Application Form (SBLAF)* - refers to the prescribed templates for loan application which serves as the primary application screening tool to be accomplished by the borrower.

The SBLAF templates have two (2) components: (i) the borrower information sheet; and (ii) the list of supporting documents. Unless otherwise stated, "SBLAF templates" as used in these guidelines collectively refer to these two (2) components.

There are two kinds of SBLAF based on the type (i.e., legal classification) of an MSME borrower:

- a) For individual, sole proprietorship, and one person corporation (ISPOPC) (Annex A-1); and
 - b) For cooperative, partnership, and corporation (CPC) (Annex A-2).
- h. *Startup* - refers to any person or registered entity in the Philippines which aims to develop an innovative product, process, or business model as defined under R.A. No. 11337, otherwise known as the Innovative Startup Act, and its Implementing Rules and Regulations.
 - i. *Sole proprietorship* - refers to a business structure owned by an individual who has full control and authority over the business.
 - j. *Secured loan* - refers to a loan secured by collateral to the extent the estimated value of net proceeds at disposition of such collateral can be used without legal impediment to settle the principal and accrued interest of

such loan as provided under Section 303 of the MORB and Sections 302-Q and 304-N of the MORNBF1.

- k. *Unsecured loan* - refers to clean loan granted to qualified borrowers.

Scope of Application.

- a. *Covered entities.* The guidelines shall be applicable to the following BSP-supervised financial institutions (BSFIs) offering business loans to MSMEs:

- (1) Banks and their subsidiary/affiliate financing and leasing companies;
- (2) Government NBFIs;
- (3) Stand-alone financing/leasing companies with QB license; and
- (4) Credit granting entities under BSP supervision

- b. *Covered loan application.* The SBLAF templates shall be used for loan applications that meet the following:

- (1) Applicant-borrower. MSME, including startup and natural person proposing to do business;
- (2) Loan Purpose. Financing of business operations and capital expenditures. Credit accommodations for non-business or personal purposes such as education, hospitalization, emergency, travel, household and other personal consumption needs are outside the scope of these guidelines; and
- (3) Loan security. Secured or unsecured loan.

Guidelines for the Adoption of the SBLAF. All covered entities shall strictly adhere to the following guidelines for the adoption of the SBLAF templates:

- a. The SBLAF templates shall be the sole forms that will be used for covered loan applications. Covered entities are precluded from modifying the templates to preserve the format and minimum information requirements contained therein.

Covered entities shall ensure that the SBLAF templates are accessible in all channels (i.e., branches, agents, and online portals), where the borrowers can submit a covered loan application.

- b. The SBLAF templates can be made available in printed form and/or electronic form. Electronic form shall include, but not limited to the following: printable document file (e.g., portable document format (PDF) or MS Excel) which can be filled out electronically and/or printed for submission to financial institutions; and software-, mobile application- and/or web-based forms designed for automated data capture and processing. The printable document electronic form shall mirror the printed form of the SBLAF templates. If using other electronic forms, covered entities shall ensure that these contain, as in the printed form, the same: data fields which shall be in the same presentation order to the extent practicable; consent

statements; and list of supporting documents. Further, the use of these other electronic forms shall be subject to applicable regulations on information technology, data security and cybersecurity, among others.

- c. The SBLAF shall serve as the primary loan application screening tool. On a case-to-case basis, covered entities may request additional information and supporting documents commensurate to the borrower's risk profile in support of sound credit risk management practices and customer due diligence measures.
- d. The supporting documents listed in the SBLAFs shall not be construed as standard requirements for loan applications. The list shall serve as guide for borrowers who may provide only those documents that are available and applicable to their loan application.
- e. Covered entities shall use the SBLAF templates for new, renewal, and restructuring of covered loan applications. In case of loan renewal and restructuring, covered entities may indicate in their lending guidelines that borrowers may only provide updates on their personal information and/or business profile, as applicable, otherwise, may indicate "no updates from previous submission" instead if there are no updates from the borrower's previous submission.
- f. Covered entities shall reflect in their credit, anti-money laundering (AML), countering terrorism and proliferation financing (CTPF), and consumer protection policies the adoption of the SBLAF templates for their business loan offering.

Evaluation of Loan Applications using the SBLAF. Loan applications using the SBLAF templates shall be evaluated and processed in accordance with the covered entity's approved credit policies. As such, a covered entity may refer to its existing client databases to further support the credit evaluation and assessment of borrowers, particularly those with existing credit histories.

Anti-Money Laundering and Countering Terrorism and Proliferation Financing Regulations. All covered entities shall observe applicable AML/CTPF requirements under Part Nine of the MORB and MORNBFI.

Consumer Protection. All covered entities shall strictly adhere to the provisions on *Consumer Protection Standards* under Section 1002 of the MORB and Sections 1002-Q and 702-N of the MORNBFI.

SBLAF Report. Covered entities shall submit a quarterly and annual report using the prescribed format (Annexes B-1 and B-2) to the Department of Supervisory Analytics (DSA). The said report shall be considered a Category A-2/3 and shall be electronically submitted within fifteen (15) banking days after end of the reference period, in accordance with Appendix 7/Q-3/N-1.

The electronic submission of the SBLAF Report shall conform with the prescribed submission procedures and guidelines covering the required format structure, line-item instructions, validation rules and appropriate technology for reporting, among others.

Erroneous, delayed, erroneous and delayed, or unsubmitted reports shall be subject to penalties prescribed under Section 171 of the MORB (Sanctions on reports for non-compliance with the reporting standards)/Sections 172-Q (Sanctions in case of willful delay in the submission of reports/refusal to permit examination) and 143-N of the MORNBFI.

Enforcement Actions. Consistent with the provisions of Section 002 of the MORB and Sections 002-Q and 001-N of the MORNBFI, on the Supervisory Enforcement Policy, the Bangko Sentral may deploy enforcement actions to promote adherence with the requirements set out in this Section and bring about corrective actions to ensure appropriate and consistent adoption of the SBLAF. In this respect, the Bangko Sentral may issue directives or impose sanctions on the BSFI and its directors, officers and/or employees concerned for noted supervisory issues on the adoption of the standard form.

Section 2. Transitory Provision. The following transitory provision shall be incorporated as a footnote in Section 1:

All banks, including their subsidiary/affiliate financing and leasing companies, shall comply with the applicable requirements prescribed herein within one (1) year from the effectivity of this Circular. On the other hand, other covered entities specified herein may be given an additional six (6) months to make the necessary adjustments in their processes and systems to ensure adherence to the foregoing guidelines.

In this regard, a covered entity should be able to present, upon request of the Bangko Sentral, its plan of actions, with attendant timelines and updates on the implementation progress, to fully comply with the provisions of this Section. A covered entity shall submit within fifteen (15) days from end of the applicable transitory period, a certification using the prescribed format (Annex C) duly signed by its president indicating that it has already fully complied with the guidelines as of a specific date. Failure to submit such certification shall be taken to mean that the covered entity has not yet fully complied with this Circular and may be subject to enforcement action.

Section 3. Updating of the SBLAF. The Bangko Sentral, in consultation with relevant stakeholders, may review and update as necessary the SBLAF templates. Updates to the SBLAF shall be disseminated through a memorandum to all covered entities.

Section 4. Appendix 7 of the MORB on the *Reports Required of Banks* and Appendices Q-3 and N-1 of the MORNBFI on the *List of Reports Required from Quasi-banks and from Non-Bank Financial Institutions, respectively*, are hereby amended as shown in Annex D of this Circular.

Section 5. Other Provision. Separate regulatory issuance, through Memorandum and/or Circular Letter may be issued on the incentives for early adopters of the SBLAF templates.

Section 6. Effectivity. The Circular shall take effect fifteen (15) calendar days following its publication in the Official Gazette or any newspaper of general circulation.

FOR THE MONETARY BOARD:

BENJAMIN E. DIOKNO
Governor

__ July 2022



- New Application** **Renewal** **Restructuring**
 In case of loan renewal or restructuring, are there any updates from previous submission? **Yes** **No** (If yes, kindly provide details)

BUSINESS LOAN APPLICATION FORM

Individual **Sole-Proprietorship** **One-Person Corporation**

(Please mark the appropriate boxes and indicate N/A if not applicable)

PHOTO**A. BORROWER AND BUSINESS INFORMATION****Name of Borrower:**

(First Name)

(Middle Name)

(Last Name)

(Suffix, if applicable)

Civil Status: Single Widow/er
 Married Annulled
 Separated

Date of Birth:
 (mm/dd/yyyy)

Place of Birth: (Municipality/City, Province)

Sex: Male
 Female

Name of Spouse:

(First Name)

(Middle Name)

(Last Name)

(Suffix, if applicable)

Date of Birth: (mm/dd/yyyy)

Home Address: (Unit #, Building/House #, Street, Subdivision/ Barangay/ District, Municipality/ City, Province, Zip Code)

Home address ownership:

Owned (unencumbered) Rented

Owned (mortgaged) Living with relatives

Length of Stay in Location: _____ years

Landline No. (Area Code, Number):
 (____)-_____

Mobile No.:**Email Address:****TIN:****PhilSys Card No.** (PCN):**Other Government-issued ID** (Please specify type/number)**Mother's Maiden Name:**

(First Name)

(Middle Name)

(Last Name)

(Suffix, if applicable)

Registered Business Name:

Principal Business Address: (Unit #, Building/ House #, Street, Subdivision/ Barangay/ District, Municipality/City, Province, Zip code)

Is this similar to Home Address? Yes No (If no, kindly provide the details)

Business address ownership:

Owned (unencumbered)

Owned (mortgaged)

Rented

Years the Business has been in operation:
 _____ years

Number of branches:

Website/social media (Business):**Indicate whether the business has:**¹

Female Manager/s

Female head officer for operations/administrative services

Nature of Business (Based on PSIC reference):**Please specify business activity:****Business registration**

(Check all that apply)

Date of Business Registration:

(mm/dd/yyyy)

Expiry Date of Registration

(mm/dd/yyyy)

Registration Number DTI SEC BIR Barangay/Mayor's Permit Others (Please specify): _____**Firm Size**² (Total assets exclusive of the land on which the business entity's office, plant and equipment are situated)³

Micro (not more than Php 3M)

Small (Php3,000,001 to 15M)

Medium (Php15,000,001 to 100M)

Annual Sales or Revenue:

Php _____

Number of employees: (Please indicate all paid employees and/or directly involved in business operations)

Full-time: _____

Part-time: _____

Top Trade References**Name of Top Suppliers****Goods Supplied/ Services Rendered****Contact Person****Contact Number****Name of Top Customers****Goods Purchased/Services Availed****Contact Person****Contact Number****B. LOAN APPLICATION INFORMATION****Loan amount applied for** (subject to the approval of the bank): **Php** _____**Tenor:** _____ months**Proposed frequency of repayment**⁴:

Weekly Monthly Quarterly Annually Lump sum Others (Please specify): _____

¹ This information will solely be used to monitor information on business ownership/management in the country. Responses in this part will not affect the assessment and approval of your loan application.

² Subject to bank verification

³ The size of your firm will not affect the assessment and approval of your loan application.

⁴ As may be applicable

Loan Facility: <input type="checkbox"/> Credit Line <input type="checkbox"/> Term Loan <input type="checkbox"/> Others (Please specify): _____	Loan Purpose: <input type="checkbox"/> Working capital (including receivables and inventory financing) <input type="checkbox"/> Construction/Development of real estate <input type="checkbox"/> Acquisition of real estate <input type="checkbox"/> Loan takeout/refinancing	<input type="checkbox"/> Business expansion <input type="checkbox"/> Purchase of equipment/motor vehicles <input type="checkbox"/> Others (Please specify): _____
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Type of Loan:	<input type="checkbox"/> Unsecured Loan <input type="checkbox"/> Secured Loan	<i>If secured, collateral/s and/or surety/ies offered:</i> <input type="checkbox"/> Loan secured by real estate (e.g., land, building) <input type="checkbox"/> Loan secured by movable property <input type="checkbox"/> Receivables & any other claims to payment <input type="checkbox"/> Title documents (e.g., warehouse receipt, bill of lading) <input type="checkbox"/> Financial assets (e.g., deposits, tradable securities, company shares) <input type="checkbox"/> Loan backed by third party credit guarantee/continuing suretyship	<input type="checkbox"/> Intellectual Property <input type="checkbox"/> Equipment <input type="checkbox"/> Inventory <input type="checkbox"/> Others (Please specify): _____
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C. FINANCIAL INFORMATION

Source of Funds for Repayment of Loans:	<input type="checkbox"/> Revenue <input type="checkbox"/> Asset Sale <input type="checkbox"/> Savings and/or Investment	<input type="checkbox"/> Inheritance <input type="checkbox"/> Salary/Allowance <input type="checkbox"/> Others (Please specify): _____
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Existing Deposit and E-money Accounts (with the bank and other financial institutions, please indicate top 3 in terms of outstanding balance size):

Name of Financial Institution	Type of Account	Year Opened	Type of Account Ownership
	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> E-wallet <input type="checkbox"/> Others (Please specify) _____		<input type="checkbox"/> Personal <input type="checkbox"/> Business/Merchant
	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> E-wallet <input type="checkbox"/> Others (Please specify) _____		<input type="checkbox"/> Personal <input type="checkbox"/> Business/Merchant
	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> E-wallet <input type="checkbox"/> Others (Please specify) _____		<input type="checkbox"/> Personal <input type="checkbox"/> Business/Merchant

Existing Loans (with the bank and other financial institutions, please indicate top 3 in terms of loan amount):

Name of Financial Institution	Loan amount	Date Granted (mm/yyyy)	Maturity Date (mm/yyyy)	Outstanding Balance	Collaterals offered (If applicable, indicate if real estate, movable property, etc.)

Existing Credit Cards (with the bank and other financial institutions, please indicate top 3 in terms of credit limit):

Name of Financial Institution	Credit Limit	Outstanding Balance	Type of Ownership
			<input type="checkbox"/> Personal <input type="checkbox"/> Business
			<input type="checkbox"/> Personal <input type="checkbox"/> Business
			<input type="checkbox"/> Personal <input type="checkbox"/> Business

D. UNDERTAKING/DECLARATION

I/We hereby confirm that all information and supporting documents provided herein are true, accurate and complete and I/we agree to notify the financial institution of any changes in any of the information supplied. The financial institution can withdraw or cancel any loan approval if any major information and supporting documents are found to be materially inaccurate.

I/We authorize the financial institution to obtain relevant information as it may require concerning this application.

I/We hereby agree that this application shall be subject to applicable laws (BSP circulars, rules and regulations) and policies of _____.

E. DATA PRIVACY CONSENT

In compliance with the requirements of the Data Privacy Act (DPA), I/we hereby authorize and give my/our consent to _____ on the general use and sharing of information obtained in the course of any transaction/s pursuant to my banking relationship with it. Personal information and sensitive personal information⁵ may be collected, processed, stored, updated, or disclosed by the bank:

- for legitimate bank-related purposes and requests;
- to implement transactions which the borrower requests, allows, or authorizes;
- to comply with the bank's internal policies and its reporting obligations to government authorities under applicable laws; and
- to offer and provide new or related products and services of the bank, its affiliates and subsidiaries through mail, email, SMS or other means of communication.

I/We confirm that I/we am/are aware that, in case of unlawful acquisition, inaccuracy, and error, I/we have the right to access, update, dispute, block, or correct certain personal information, or withdraw my/our consent to the use of any information provided herein, subject to the rights and limitations under the DPA.

I/We understand that this consent shall continue to be in effect for ____ years or until expiration of the records retention limits set by applicable banking laws, whichever comes later.

I/We further warrant that, prior to submitting to the bank any information (including personal information) of an individual; I/we have obtained all necessary authorizations and consents as may be required by applicable confidentiality and data privacy laws or agreement to enable the bank to process such information.

I/We understand that should I/we wish to access, update, dispute, block, or correct certain information, or withdraw consent to the use of any of the information provided herein, subject to the rights and limitations under the DPA, I/we may communicate with the _____'s Data Protection Officer at _____, and may lodge complaints with, and/or seek assistance from the National Privacy Commission.

I/We understand that my/our basic credit data, as well as any regular updates or corrections thereof, are mandated to be submitted to the Credit Information Corporation (CIC) pursuant to R.A. 9150 and its Implementing Rules and Regulations for consolidation and disclosure as may be authorized by the CIC. Consequently, my/our basic credit data may thus be shared with other lenders authorized by the CIC, and other reporting agencies duly accredited by the CIC, for the purpose of establishing my/our creditworthiness.

I/We have read and understood and consent to be bound by all the terms and conditions stated above.

Signature above Printed Name of Borrower

Date

Signature above Printed Name of Co-Borrower/Spouse

Date

Third party credit guarantor and/or security grantor (i.e., a person or entity who grants a security interest in collateral to secure the obligation of the borrower)

Printed Name	Affiliation	Relationship with Borrower	Contact Information (address, contact number)
1.			
2.			
3.			

⁵ Name, address, gender, age, marital status, contact details, birthday, SSS/GSIS, TIN, education, employment or financial or medical information, spouse details, preferences, behavior, and other information classified as "personal data", "personal information", or "sensitive personal information" under the DPA, and those of the Borrower's authorized representative/s, as well as accounts, transactions, and communications.

CHECKLIST OF SUPPORTING DOCUMENTS

The checklist enumerates the types of supporting documents that the borrower may present to facilitate the financial institution's evaluation of the loan application. **Borrowers are not expected to provide all the listed documents but only those that are applicable and available.**

After the initial loan application screening, additional documents may be requested to further evaluate the loan application and the security being offered. The financial institution may also require additional documents, as deemed necessary.

For the financial institution to better consider the application, additional post-approval documents not specified in the list may be required, as applicable.

Basic Documents

- Filled-out and signed application form
- Clear copy of one (1) valid government-issued ID
- Marriage contract, if applicable

Proof of business registration: *(Please check applicable item/s)*

- Certificate of Registration with Bureau of Internal Revenue (BIR)
- Certificate of Registration with Department of Trade and Industry (DTI)
- Certificate of Registration with Securities and Exchange Commission (SEC)
- Articles of Incorporation
- Barangay Permit
- Mayor's Permit

Personal Income Documents *(Please check applicable item/s)*

- Latest Income Tax Return (ITR) or BIR Form 2316
- Latest payslip for the past 2 months
- Certificate of Employment (COE) with salary or Employment Contract
- Latest crew contact (for seafarers)
- Proof of remittance for the past 6 months
- Bank statements or photocopy of passbook for the past 6 months
- Lease contract (for rental income)
- Proof of other income:

Business Documents *(Please check applicable item/s)*

- Photocopy of Audited Financial Statements for the past 3 years with latest ITR or Photocopy of in-house financial statements or pre-operating balance sheets
- Business Plan/Business Proposal
- Photocopy of franchise agreement, if any
- Business background/Company profile
- Photocopy of purchase agreement
- Others *(please specify)*:

Other Pre-application Requirements

- Billing statement of utilities
- Certificate of Registration with Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)
- Statement of Account from current lender and official receipts for the past 3 months *(if loan purpose is refinancing/loan takeout)*
- Others (please specify): _____

Security Documents *(Please check applicable item/s)*

- Photocopy of Transfer Certificate of Title (TCT)/ Condominium Certificate of Title (CCT)
- Photocopy of Tax Declaration (for land and improvement)
- Location/Vicinity Map
- Land Transportation Office (LTO) Official Receipt (OR)/ Certificate of Registration (CR) or Deed of Sale of Motor Vehicle
- Reservation Agreement or Contract to Sell or Statement of Account (for Deed of Assignment (DOA) accounts only)

If secured by a Continuing Suretyship:

- Basic Documents (as enumerated in this form) of the Surety
- Income Documents (as enumerated in this form) of the Surety

If construction loan

- Building/Floor plan of proposed improvement
- Bill of materials
- Specification of proposed finishes
- Building permit

If refinancing/loan take out

- Statement of Account from current lender and official receipts for the past 3 months

Others

- Appraisal fee
- Additional security documents *(please specify)*:

Post-approval requirements for real estate collateral-backed loans

(Please check applicable item/s)

- Original owner's copy of TCT/CCT
- Original Tax Clearance
- Certified true copy of latest Tax Declaration
- Insurance policy/ies (for properties with improvements)
- Master Deed of Declaration (for condominium only)
- Photocopy of latest full year Real Estate Tax Receipt (RETR)
- Price quotation of the property (for property acquisition)
- Affidavit of Consent to Mortgage Family Home

Other post-approval requirements

- General Information Sheet (GIS), if applicable
- Special Power of Attorney, if applicable
- Certificate of Ownership for movable property *(e.g., motor vehicles, etc.)*

FOR BANK REFERENCE ONLY

PHILIPPINE STANDARD INDUSTRIAL CLASSIFICATION (PSIC)
A – Agriculture, Forestry & Fishing
B – Mining and Quarrying
C – Manufacturing
D – Electricity, Gas Steam and Air-conditioning Supply
E – Water Supply, Sewerage, Waste Management and Remediation Activities
F – Construction
G – Wholesale & Retail Trade; Repair of Motor Vehicles & Motorcycles
H – Transportation & Storage
I – Accommodation & Food Services Activities
J – Information & Communication
K – Financial & Insurance Activities
L – Real Estate Activities
M – Professional, Scientific & Technical Activities
N – Administrative & Support Service Activities
O – Public Administration & Defense; Compulsory Social Security
P – Education
Q – Human Health & Social Work Activities
R – Arts, Entertainment and Recreation
S – Other Service Activities
T – Activities of Household as Employers; Undifferentiated Goods- and- Services- Producing Activities of Households for Own Use
U – Activities of Extraterritorial Organizations and Bodies



New Application Renewal Restructuring

In case of loan renewal or restructuring, are there any updates from previous submission? Yes No (If yes, kindly provide details)

BUSINESS LOAN APPLICATION FORM

Cooperative Partnership Corporation

(Please mark the appropriate boxes and indicate N/A if not applicable)

A. BUSINESS INFORMATION

Registered Business Name:

Principal Business Address: *(Unit #, Building/House #, Street, Subdivision/Barangay/District, Municipality/City, Province, Zip Code)*

Website/social media (Business):

TIN:

Business address ownership: Owned (unencumbered)
 Owned (mortgaged)
 Rented

Years the Business has been in operation: _____ years

Number of branches: _____
Number of subsidiaries: _____

Nature of Business *(Based on PSIC reference):*

Please specify business activity:

Business registration <i>(Check all that apply)</i>	Date of Business Registration <i>(mm/dd/yyyy)</i>	Expiry Date of Registration <i>(mm/dd/yyyy)</i>	Registration Number
<input type="checkbox"/> CDA			
<input type="checkbox"/> DTI			
<input type="checkbox"/> SEC			
<input type="checkbox"/> BIR			
<input type="checkbox"/> Barangay/Mayor's Permit			
<input type="checkbox"/> Others <i>(Please specify):</i> _____			

Indicate whether the business:¹ Is at least 51% (majority) owned by female/s
 Is at least 20% owned by female/s; AND (i) has at least 1 woman as CEO/COO/President/Vice President; AND (ii) 30% of directors composed of women, where a board exists

Firm Size² *(Total assets exclusive of the land on which the business entity's office, plant and equipment are situated)*³

Micro (not more than Php 3M) Small (Php3,000,001 to 15M) Medium (Php15,000,001 to 100M)

Annual Sales or Revenue:

Php _____

Number of employees: *(Please indicate all paid employees and/or directly involved in business operations)*

Full-time: _____

Part-time: _____

B. CONTACT INFORMATION

Authorized Representative 1:

PhilSys Card No. (PCN):

(First Name) _____ *(Middle Name)* _____ *(Last Name)* _____ *(Suffix, if applicable)* _____

Date of Birth *(mm/dd/yyyy)*

Mobile Number:

Landline No. *(Area Code, Number)*

Email Address:

Sex: Male
 Female

Authorized Representative 2:

PhilSys Card No. (PCN):

(First Name) _____ *(Middle Name)* _____ *(Last Name)* _____ *(Suffix, if applicable)* _____

Date of Birth *(mm/dd/yyyy)*

Mobile Number:

Landline No. *(Area Code, Number)*

Email Address:

Sex: Male
 Female

Top Trade References:

Name of Top Suppliers	Goods Supplied/ Services Rendered	Contact Person	Contact Number
Name of Top Customers	Goods Purchased/Services Availed	Contact Person	Contact Number

C. LOAN APPLICATION INFORMATION

Loan amount applied for *(subject to the approval of the bank):* **Php** _____

Tenor: _____ months

Proposed frequency of repayment⁴: Weekly Monthly Quarterly Annually Lump sum Others *(Please specify):* _____

Loan Facility: Credit Line

Loan Purpose: Working capital *(including receivables and inventory financing)*

Business expansion

Term Loan

Construction/Development of real estate

Purchase of equipment/motor vehicles

Others *(Please specify):* _____

Acquisition of real estate

Others *(Please specify):* _____

Loan takeout/refinancing

¹ This information will solely be used to monitor information on business ownership/management in the country. Responses in this part will not affect the assessment and approval of your loan application.

² Subject to bank verification

³ The size of your firm will not affect the assessment and approval of your loan application.

⁴ As may be applicable

Type of Loan: <input type="checkbox"/> Unsecured Loan <input type="checkbox"/> Secured Loan	<i>If secured loan, please mark appropriate box/es:</i> <input type="checkbox"/> Loan secured by real estate (e.g., land, buildings) <input type="checkbox"/> Loan secured by movable property: <input type="checkbox"/> Receivables & any other claims to payment <input type="checkbox"/> Intellectual Property <input type="checkbox"/> Others (Please specify): _____ <input type="checkbox"/> Title documents (e.g., warehouse receipt, bill of lading) <input type="checkbox"/> Equipment <input type="checkbox"/> Financial assets (e.g., deposits, tradable securities, company shares) <input type="checkbox"/> Inventory <input type="checkbox"/> Loan backed by third party credit guarantee/continuing suretyship
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D. FINANCIAL INFORMATION

Source of Funds for Repayment of Loans: <input type="checkbox"/> Revenue <input type="checkbox"/> Savings and/or Investment <input type="checkbox"/> Asset Sale <input type="checkbox"/> Others (Please specify): _____

Existing Deposit and E-Money Accounts (with the bank and other financial institutions, please indicate top 3 in terms of outstanding balance):

Name of Financial Institution	Type of Account	Year Opened	Type of Account Ownership
	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> E-wallet <input type="checkbox"/> Others (Please specify) _____		<input type="checkbox"/> Personal <input type="checkbox"/> Business/Merchant
	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> E-wallet <input type="checkbox"/> Others (Please specify) _____		<input type="checkbox"/> Personal <input type="checkbox"/> Business/Merchant
	<input type="checkbox"/> Savings <input type="checkbox"/> Checking <input type="checkbox"/> E-wallet <input type="checkbox"/> Others (Please specify) _____		<input type="checkbox"/> Personal <input type="checkbox"/> Business/Merchant

Existing Loans (with the bank and other financial institutions, please indicate top 3 in terms of loan amount):

Name of Financial Institution	Loan amount	Date Granted (mm/yyyy)	Maturity Date (mm/yyyy)	Outstanding Balance	Collaterals offered (if applicable, indicate if real estate, movable property, etc.)

Existing Credit Cards (with the bank and other financial institutions, please indicate top 3 in terms of credit limit):

Name of Financial Institution	Credit Limit	Outstanding Balance	Type of Ownership
			<input type="checkbox"/> Personal <input type="checkbox"/> Business
			<input type="checkbox"/> Personal <input type="checkbox"/> Business
			<input type="checkbox"/> Personal <input type="checkbox"/> Business

E. UNDERTAKING/DELARATION

I/We hereby confirm that all information and supporting documents provided herein are true, accurate and complete and I/we agree to notify the financial institution of any changes in any of the information supplied. The financial institution can withdraw or cancel any loan approval if any major information and supporting documents are found to be materially inaccurate.
 I/We authorize the financial institution to obtain relevant information as it may require concerning this application.
 I/We hereby agree that this application shall be subject to applicable laws (BSP circulars, rules and regulations) and policies of _____.

F. DATA PRIVACY CONSENT

In compliance with the requirements of the Data Privacy Act (DPA), I/we hereby authorize and give my/our consent to _____ on the general use and sharing of information obtained in the course of any transaction/s pursuant to my banking relationship with it. Personal information and sensitive personal information⁵ may be collected, processed, stored, updated, or disclosed by the bank:

- a. for legitimate bank-related purposes and requests;
- b. to implement transactions which the borrower requests, allows, or authorizes;
- c. to comply with the bank's internal policies and its reporting obligations to government authorities under applicable laws; and
- d. to offer and provide new or related products and services of the bank, its affiliates and subsidiaries through mail, email, SMS or other means of communication.

I/We confirm that I/we am/are aware that, in case of unlawful acquisition, inaccuracy, and error, I/we have the right to access, update, dispute, block, or correct certain personal information, or withdraw my/our consent to the use of any information provided herein, subject to the rights and limitations under the DPA.
 I/We understand that this consent shall continue to be in effect for _____ years or until expiration of the records retention limits set by applicable banking laws, whichever comes later.
 I/We further warrant that, prior to submitting to the bank any information (including personal information) of an individual; I/we have obtained all necessary authorizations and consents as may be required by applicable confidentiality and data privacy laws or agreement to enable the bank to process such information.
 I/We understand that should I/we wish to access, update, dispute, block, or correct certain information, or withdraw consent to the use of any of the information provided herein, subject to the rights and limitations under the DPA, I/we may communicate with the _____'s Data Protection Officer at _____, and may lodge complaints with, and/or seek assistance from the National Privacy Commission.
 I/We understand that my/our basic credit data, as well as any regular updates or corrections thereof, are mandated to be submitted to the Credit Information Corporation (CIC) pursuant to R.A. 9150 and its Implementing Rules and Regulations for consolidation and disclosure as may be authorized by the CIC. Consequently, my/our basic credit data may thus be shared with other lenders authorized by the CIC, and other reporting agencies duly accredited by the CIC, for the purpose of establishing my/our creditworthiness.
 I/We have read and understood and consent to be bound by all the terms and conditions stated above

_____ Signature above Printed Name and Designation of Authorized Signatories	_____ Date
--	----------------------

Third party credit guarantor and/or security grantor (i.e., a person or entity who grants a security interest in collateral to secure the obligation of the borrower)

Printed Name	Affiliation	Relationship with Borrower	Contact Information (address, contact number)
1.			
2.			
3.			

⁵ Name, address, gender, age, marital status, contact details, birthday, SSS/GSIS, TIN, education, employment or financial or medical information, spouse details, preferences, behavior, and other information classified as "personal data", "personal information", or "sensitive personal information" under the DPA, and those of the Borrower's authorized representative/s, as well as accounts, transactions, and communications.

CHECKLIST OF SUPPORTING DOCUMENTS

The checklist enumerates the types of supporting documents that the borrower may present to facilitate the financial institution’s evaluation of the loan application. **Borrowers are not expected to provide all the listed documents but only those that are applicable and available.**

After the initial loan application screening, additional documents may be requested to further evaluate the loan application and the security being offered. The financial institution may also require additional documents, as deemed necessary.

For the financial institution to better consider the application, additional post-approval documents not specified in the list may be required, as applicable.

Basic Documents

- Filled-out and signed application form
- Clear copy of one (1) valid government-issued ID of authorized representative, if applicable
- Board/Partnership Resolution or Secretary's Certificate authorizing the loan and indicating the authorized person/s to transact with the bank and sign relevant documents
- Special Power of Attorney, if applicable

Proof of Business Registration and Supporting Documents:

(Please check applicable item/s)

Cooperative

- Certificate of Registration with Cooperative Development Authority (CDA)
- Certificate of Compliance, if applicable
- List of elected officers

Partnership

- Certificate of Registration with Securities and Exchange Commission (SEC)
- Articles of Partnership

Corporation

- Certificate of Registration with SEC
- General Information Sheet (GIS), if applicable
- Latest amended Articles of Incorporation and By-Laws

Income Documents *(Please check applicable item/s)*

- Photocopy of Audited Financial Statements for the past 3 years with latest Income Tax Return (ITR) or Photocopy of in-house financial statements or pre-operating balance sheets
- Bank statements or photocopy of passbook for the past 6 months
- Business background/Company profile
- Proof of other income, *if any*

Other Supporting Documents

- Billing statement of utilities
- Certificate of Registration with Farmers and Fisherfolk Enterprise Development Information System (FFEDIS)
- Statement of Account from current lender and official receipts for the past 3 months *(if loan purpose is refinancing/loan takeout)*
- Others *(please specify):* _____

Supporting documents for secured loan

Security Documents *(Please check applicable item/s)*

- Photocopy of Transfer Certificate of Title (TCT)/ Condominium Certificate of Title (CCT)
- Photocopy of Tax Declaration (for land and improvement)
- Location/Vicinity Map
- Land Transportation Office (LTO) Official Receipt (OR)/ Certificate of Registration (CR) or Deed of Sale of Motor Vehicle
- Reservation Agreement or Contract to Sell or Statement of Account (for Deed of Assignment (DOA) accounts only)

If secured by a Continuing Suretyship:

- Basic Documents (as enumerated in this form) of the Surety
- Income Documents (as enumerated in this form) of the Surety

If construction loan

- Building/Floor plan of proposed improvement
- Bill of materials
- Specification of proposed finishes
- Building permit

Others

- Appraisal fee
- Additional security documents *(Please specify):*

Post-approval requirements for real estate collateral-backed

loans *(Please check applicable item/s)*

- Original owner’s copy of TCT/CCT
- Original Tax Clearance
- Certified true copy of latest Tax Declaration
- Insurance policy/ies (for properties with improvements)
- Master Deed of Declaration (for condominium only)
- Photocopy of latest full year Real Estate Tax Receipt (RETR)
- Price quotation of the property (for property acquisition)
- Affidavit of Consent to Mortgage Family Home

Other post-approval requirements

- Certificate of Ownership for movable property (e.g., motor vehicles, etc.)

FOR BANK REFERENCE ONLY

PHILIPPINE STANDARD INDUSTRIAL CLASSIFICATION (PSIC)

- A – Agriculture, Forestry & Fishing
- B – Mining and Quarrying
- C – Manufacturing
- D – Electricity, Gas Steam and Air-conditioning Supply
- E – Water Supply, Sewerage, Waste Management and Remediation Activities
- F – Construction
- G – Wholesale & Retail Trade; Repair of Motor Vehicles & Motorcycles
- H – Transportation & Storage
- I – Accommodation & Food Services Activities
- J – Information & Communication
- K – Financial & Insurance Activities
- L – Real Estate Activities
- M – Professional, Scientific & Technical Activities
- N – Administrative & Support Service Activities
- O – Public Administration & Defense; Compulsory Social Security
- P – Education
- Q – Human Health & Social Work Activities
- R – Arts, Entertainment and Recreation
- S – Other Service Activities
- T – Activities of Household as Employers; Undifferentiated Goods- and- Services- Producing Activities of Households for Own Use
- U – Activities of Extraterritorial Organizations and Bodies

REPORT ON BUSINESS LOAN APPLICATIONS USING SBLAF TEMPLATES (Solo Basis)

Form 1

For the quarter ended: (quarter), (year)

Name of Covered Entity:

Particulars	Number of Loan Applications					Amount of Approved Loans	Ave. No. of Banking Days to Process ¹
	Received	Approved		Rejected	Under Evaluation		
		Secured	Unsecured				
Firm Size²							
Micro (less than P3M)							
Small (>P3M to P15M)							
Medium (>P15M to P100M)							
Industry							
Agriculture, Forestry and Fishing							
Mining and Quarrying							
Manufacturing							
Electricity, Gas, Steam and Air-Conditioning Supply							
Water supply, Sewerage, Waste management and Remediation Activities							
Construction							
Wholesale and Retail Trade, Repair of Motor Vehicles, Motorcycles							
Accommodation and Food Service Activities							
Transportation and Storage							
Information and Communication							
Financial and Insurance Activities							
Real Estate Activities							
Professional, Scientific and Technical Activities							
Administrative and Support Service Activities							
Public Administration and Defense; Compulsory Social Security							

Annex B-1

Education							
Human Health and Social Work Activities							
Arts, Entertainment and Recreation							
Other Service Activities							
Activities of Households as Employers and Undifferentiated Goods-and-Services-Producing Activities of Households for Own Use							
Activities of Extra-Territorial Organizations and Bodies							
Gender							
Male							
Female ³							
Years the business has been in operation							
Less than 5 years							
5-10 years							
Over 10 years							
Loan Size Applied For							
Up to P300,000							
Over P300,000 to P1,000,000							
Over P1,000,000 to P10,000,000							
Over P10,000,000							
Collateral/Security Presented							
None							
Real estate (e.g., land, building)							
Movable Property (e.g., receivables, inventory, equipment, financial assets, etc.)							
Third-party credit guarantee/continuing suretyship							

/1 Start of loan processing is defined from the date of receipt of loan application and end is defined as the date of release of loan proceeds

/2 Based on asset size (Total assets exclusive of the land on which the entity's office, plant and equipment are situated)

/3 For applications using CPC form, tag under female if either tickbox is checked for a) Is at least 51% (majority) owned by female/s or b) Is at least 20% owned by female/s; AND (i) has at least 1 woman as CEO/COO/President/Vice President; AND (ii) 30% of directors composed of women, where a board exists

/3 For applications using ISPOPC form, tag under female if sex of the borrower is as such

REPORT ON BUSINESS LOAN APPLICATIONS USING SBLAF TEMPLATES (Solo Basis)

Form 1

For the period: 1 January to 31 December, (year)

Name of Covered Entity:

Particulars	Number of Loan Applications					Amount of Approved Loans	Ave. No. of Banking Days to Process ¹
	Received	Approved		Rejected	Under Evaluation		
		Secured	Unsecured				
Firm Size²							
Micro (less than P3M)							
Small (>P3M to P15M)							
Medium (>P15M to P100M)							
Industry							
Agriculture, Forestry and Fishing							
Mining and Quarrying							
Manufacturing							
Electricity, Gas, Steam and Air-Conditioning Supply							
Water supply, Sewerage, Waste management and Remediation Activities							
Construction							
Wholesale and Retail Trade, Repair of Motor Vehicles, Motorcycles							
Accommodation and Food Service Activities							
Transportation and Storage							
Information and Communication							
Financial and Insurance Activities							
Real Estate Activities							
Professional, Scientific and Technical Activities							
Administrative and Support Service Activities							
Public Administration and Defense; Compulsory Social Security							

Education							
Human Health and Social Work Activities							
Arts, Entertainment and Recreation							
Other Service Activities							
Activities of Households as Employers and Undifferentiated Goods-and-Services-Producing Activities of Households for Own Use							
Activities of Extra-Territorial Organizations and Bodies							
Gender							
Male							
Female ³							
Years the business has been in operation							
Less than 5 years							
5-10 years							
Over 10 years							
Loan Size Applied For							
Up to P300,000							
Over P300,000 to P1,000,000							
Over P1,000,000 to P10,000,000							
Over P10,000,000							
Collateral/Security Presented							
None							
Real estate (e.g., land, building)							
Movable Property (e.g., receivables, inventory, equipment, financial assets, etc.)							
Third-party credit guarantee/continuing suretyship							

/1 Start of loan processing is defined from the date of receipt of loan application and end is defined as the date of release of loan proceeds

/2 Based on asset size (Total assets exclusive of the land on which the entity's office, plant and equipment are situated)

/3 For applications using CPC form, tag under female if either tickbox is checked for a) Is at least 51% (majority) owned by female/s or b) Is at least 20% owned by female/s; AND (i) has at least 1 woman as CEO/COO/President/Vice President; AND (ii) 30% of directors composed of women, where a board exists

/3 For applications using ISPOPC form, tag under female if sex of the borrower is as such

**CERTIFICATION ON THE ADOPTION OF THE STANDARD BUSINESS LOAN
APPLICATION FORM (SBLAF) TEMPLATES**

(Appendix to Sec. 307 Mandatory Adoption of the Standard Business Loan Application Form)

Name of BSFI	Code
Address	

REPUBLIC OF THE PHILIPPINES
_____) S.S.

I hereby certify that the BSFI has fully adopted the prescribed SBLAF templates and complied with the guidelines set forth in the regulatory issuance as of (date)_____. I also certify that I have evaluated/assessed its implementation and that to the best of my knowledge and belief, said implementation equals or exceeds the standards prescribed by the Bangko Sentral rules and regulations.

President

Date

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ 20____, affiant exhibiting to me his/her valid government ID No. _____ issued on _____.

Notary Public
Until December 31, 20____
PTR No. _____
Place _____

Doc No. _____
Page No. _____
Book No. _____

Appendix 7 of the MORB - Report Required of Banks**A. UB/KBs**

Category	Form No.	MOR Ref.	Report Title	Frequency	Submission Deadline	Submission Procedure
A-2/3		Section 301	Report on Business Loan Applications Using SBLAF	Quarterly	15 days from the end of reference quarter	email to DSA

B. TBs

Category	Form No.	MOR Ref.	Report Title	Frequency	Submission Deadline	Submission Procedure
A-2/3		Section 301	Report on Business Loan Applications Using SBLAF	Quarterly	15 days from the end of reference quarter	email to DSA

C. R/CBs

Category	Form No.	MOR Ref.	Report Title	Frequency	Submission Deadline	Submission Procedure
A-2/3		Section 301	Report on Business Loan Applications Using SBLAF	Quarterly	15 days from the end of reference quarter	email to DSA

Appendix Q-3 of the MORNBF - List of Reports Required from Quasi-Banks

Category	Form No.	MOR Ref.	Report Title	Frequency	Submission Deadline	Submission Procedure
A-2/3		Section 301	Report on Business Loan Applications Using SBLAF	Quarterly	15 days from the end of reference quarter	email to DSA

Appendix N-1 of the MORNBF - List of Reports Required from Non-Bank Financial Institutions

Category	Form No.	MOR Ref.	Report Title	Frequency	Submission Deadline	Submission Procedure
A-2/3		Section 301	Report on Business Loan Applications Using SBLAF	Quarterly	15 days from the end of reference quarter	email to DSA