



Esquire Financing Inc Document Checklist

Requirements

- Duly filled-out and signed Application Form (Version – LAP.08.2019)
- TIN ID and any other government-issued ID proof of the Principal Borrower
- Latest three (3) months Bank Statement and Bank Certification (print out of online bank statement is acceptable)
- Photocopy of valid Mayor's Permit
- Photocopy of valid Barangay Business Clearance
- 2" x 2" ID picture of the Principal Borrower
- Picture of the Business
 - Picture of Exterior – Picture of business premises from outside with signboard and its surroundings, and
 - Picture of Interior – Picture of business inventory
- Latest (not older than 2 months) proof of billing for business and residence (eg., electricity/water/cable, etc.)
- Sketch/map of business and residence location with nearest landmark

Additional Requirements (photocopies)

- Sole Proprietorship
 - DTI Certificate of Business Name Registration (original and renewal, if any)
- Partnership
 - Business TIN ID proof (BIR Certificate of Registration)
 - SEC Certificate of Incorporation/Registration
 - Latest Articles of Partnership and By-Laws
 - Partners' Resolution (EFI prescribed format: Version-PR.10.2017)
- Corporation¹
 - Business TIN ID proof (BIR Certificate of Registration)
 - SEC Certificate of Incorporation/Registration
 - Latest Articles of Incorporation and By-Laws
 - Latest General Information Sheet (GIS)
 - Secretary's Certificate (prescribed format: Version-SC.10.2018)
- Cooperative
 - SEC Certificate/Cooperative Development Authority (CDA) Certificate

Required Bank Statements

- Latest 3 months

¹ Loan application shall be under the name of the Corporation itself or the name of majority owner.

- The following accounts can be presented (Checking Account with Automatic Transfer Agreement [ATA], Savings Account Bank Statements, Passbook)

IDs

- Major ID (at least 2)—SSS/GSIS, Passport, Driver’s License, UMID ID, PRC, and Premium Postal ID;
- Secondary ID (at least 2)—Voter’s ID, TIN ID, Postal ID, Pag-ibig /HDMF ID, Philhealth ID;
- Supporting Documents—TIN ID and/or any BIR form bearing the TIN of Business Owner (Sole Proprietorship), Company (Partnership or Corporation). Sample BIR forms are ITR, GIS, Form 1902, and 2303.

Barangay’s and Mayor’s Permit²

- Barangay Business Permit/Clearance—the recorded Business Name/Owner with the LGU (City/Municipal), or Barangay should be one and exactly the same as the name registered with the DTI and SEC
- Mayor’s Permit—original payment receipt is acceptable for recently paid permit (not beyond 2 months after the payment was made)

Sketches (Residence and Business)

- Should be hand drawn with clear point of ways and landmarks (the streets should be included)
- Printed Google map is not accepted

Pictures of the business (at least 4 pieces)

- Front of the office/façade
- Working area
- Inventories and stocks
- Warehouse

Proof of billing (business and residence)

- List of acceptable POB for Business and Residence: Electric (Meralco, Napocor, Electric Coop); Water (Maynilad, Manila Water, Water Districts, etc.); Mobile/Telephone (PLDT, Globe, Smart, Converge, etc.); Credit Card
- For businesses that are located inside the mall or market area: copy of the Lease Contract; Rental billing or payment issued with stall number indicated

All documents should be compiled in this manner

- All Documents should be attached to the inner leaf of a LONG FOLDER and should be enclosed inside a LONG BROWN ENVELOPE
- The long brown envelope should be labelled properly
- The bank statements, SEC, GIS, Financial Statements and other supporting documents should be inserted inside the folder

² For businesses with average monthly average sales of less than Php 300,000, Barangay Clearance is enough.

LONG FOLDER

Left Side	Right Side
<ul style="list-style-type: none">PICTURESSKETCHES (MAP) <p>NOTE: THIS SIDE SHOULD BE STAPLED</p>	<ul style="list-style-type: none">APPLICATION FORMTIN/BIR, Photocopy of 2 valid ID's with 3 signatures specimenBank DocumentsAdditional Documents for Sole Proprietorship/ Partnership/ Corporation / CooperativeDTI/SEC/CDA Registration CertificateMayor’s Permit/Barangay ClearanceProof of BillingSigned Promissory NoteBoard ResolutionBlank checksClient's preferred bank (account name and account number) to which the proceeds will be deposited <p>NOTE: THIS SIDE SHOULD BE COMPILED USING A FASTENER</p>

LONG BROWN ENVELOPE

Type of Loan
(New Client or NC/Additional Loan or AL/Reloan of RL)

CLIENT’S NAME
BUSINESS NAME

Hermilando Duque Aberia
Direct Sales Affiliate

THIS ENVELOPE SHOULD BE SENT BY COURIER TO

Tricia Salomia-Daniel
Channel Management Associate
31st Floor Penthouse High Street South Corporate Plaza Tower 1, 26th Street, Bonifacio Global City, Taguig City,
PH 1634