



Metro South Cooperative Bank

IDC Centre, Kalayaan Ave. cor Zapote, Sta. Cruz, Makati City

(For Corporation)

DOCUMENTS TO BE SUBMITTED

1. Loan Application
2. Information Sheet
3. Board Resolution on Loan application stating authorized signatories, amount of loan collateral (e.g. assignment of receivables, Real Estate, Chattel, Hold-out on deposit.)
4. Corporate Profile/History
5. List of BOD and Key Officers
6. Bio-Data of BOD and Key Officers
7. SEC Registration
8. SEC General Information Sheet
9. SEC Articles of Incorporation and By-Laws
10. Latest Interim Financial Statement
11. Three years(3) Audited Financial Statement
12. Balance Sheet
13. Income Statement
14. Cash Flow Statement
15. Notes to Financial Statements
16. Corporate Income Tax
17. Xerox Copy of Bank Statement for the last 6 months
18. Clients and Suppliers Contact Details
19. Copy of Contracts, if any

Collateral

1. Certified True Copy of Transfer Certificate of Title
2. Tax Declaration of land and building
3. Lot or Location Plan
4. Building Plan (if any)
5. Other documents