



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
Ground Floor, Secretariat Building, PICC
City of Pasay, Metro Manila

DOCUMENTARY REQUIREMENTS: FINANCING COMPANY – HEAD OFFICE

1. Cover Sheet
2. All documents required for incorporation
 - a. Name Reservation Payment Confirmation
 - b. Articles of Incorporation
 - c. Treasurer's Affidavit with Waiver to Examine and Verify Deposit
 - d. By-Laws
3. Application Form
4. Information Sheet
5. Personal Information Sheet of Directors & Officers
 - Using the prescribed format & notarized
6. Valid NBI Clearance ALL Incorporators and Stockholders
 - With right thumb print and signature
 - Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)
7. Additional Requirements for FOREIGN Incorporators and Stockholders
 - a. Photocopy of
 - Alien Certificate of Registration*, or
 - Immigration Certificate of Registration*
 - b. Photocopy of Passport
 - Showing valid visa or stay in the Philippines*
 - c. Clearance from Bureau of Immigration
8. Clearance from Bangko Sentral ng Pilipinas
 - If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license
9. Manual on Corporate Governance
 - If foreign participation in voting stock is more than 40%; or
 - If total assets is PhP50M or more; or
 - If commercial paper issuer, either exempt or registered
10. Manual on Anti-Money Laundering
 - If foreign participation in voting stock is more than 40%; or
 - If total assets is PhP10M or more
11. Board Resolution on the Adoption of the Manuals
 - Certified by the Corporate Secretary
12. Format of Disclosure Statement on Loan/Credit Transactions
 - Indicating the name of the company
13. Notarized Bank Certificate of Deposit of the Paid Up Capital

* All photocopies shall be verified against original