



Republic of the Philippines  
Department of Finance  
**Securities and Exchange Commission**  
Secretariat Building, PICC Complex  
Pasay City

**DOCUMENTARY REQUIREMENTS: LENDING 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. Valid NBI Clearance of ALL Incorporators and Stockholders
  - With right thumb print and signature
  - Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation
6. Additional Requirements for FOREIGN Directors and Officers
  - a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card\*
  - b. Photocopy of Passport Showing Valid Visa or Stay in the Philippines\*
  - c. Clearance from the Bureau of Immigration
7. Manual on Anti-Money Laundering
  - If foreign participation in voting stock is more than 40%; or
  - If total assets is PhP10M or more
8. Board Resolution on the Adoption of the Manual Certified by the Corporate Secretary
9. Notarized Bank Certificate of Deposit

**Additional Requirements for Existing Registered Corporations**

1. Report of an Independent CPA on the conduct and result of the verification procedures required under SEC Memorandum Circular 6, Series of 2008 (MC6S08)
2. Management Representation required under MC6S08
3. Latest required General Information Sheet
4. Latest required Audited Financial Statements; or Notarized Interim Financial Statements signed by the President and Treasurer
5. All documents required for Filing of Amended Articles of Incorporation/Certificate of Increase in Capital Stock
6. Monitoring Clearance from appropriate Department/CRMD Division

**Notes:**

1. Submit original + 3 copies.
2. Use size A4 bond paper.
3. **Only applications which are complete and compliant in form and substance shall be issued the Payment Assessment Form.**

\* All photocopies shall be verified against the original