



Company Registration and Monitoring Department
LICENSING UNIT

DOCUMENTARY REQUIREMENTS: FINANCING COMPANY - HEAD OFFICE

1. Cover Sheet
2. Application Form
3. Information Sheet
4. Personal Information Sheet of Directors & Officers
 - Using the prescribed format & notarized
5. Valid NBI Clearance of each FILIPINO Director & Officer
 - With right thumb print
 - Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)
6. For FOREIGN Directors & Officers:
 - 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
- * All photocopies shall be verified against the original
7. 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
8. 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
9. Manual on Anti-Money Laundering
 - If foreign participation in voting stock is more than 40%; or
 - If total assets is PhP10M or more
10. Board Resolution on the Adoption of the Manuals
 - Certified by the Corporate Secretary
11. Format of Disclosure Statement on Loan/Credit Transactions
 - Indicating the name of the company
12. Notarized Bank Certificate of Deposit of the Paid Up Capital
13. All documents required for incorporation

Additional Requirements for Existing Financing Company Applicants

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 GIS
4. Latest required Audited Financial Statements; or Notarized Interim FS 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/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.**