

STRATEGIC ASSET MANAGEMENT AND SALES

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INFORMATION SHEET

[for companies / association]

PLEASE READ: The following information is required by law. In order for your transaction to be processed speedily, it is important that all blanks are filled out. If not applicable, please indicate "n/a." If you have questions, our sales people are happy to assist you. Thank you.

Nature of Transaction:

Buying a real property Buying a motor vehicle / equipment / other chattels

COMPANY PROFILE

Registered Name :					Repeat buyer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Company:	<input type="checkbox"/> Single Proprietorship	<input type="checkbox"/> Corporation	<input type="checkbox"/> Partnership	<input type="checkbox"/> Association		
Business Address:		Floor / Bldg.Name / No.	Street	District / Town / Village	City / Province	Zip Code
Land Line/s:		Cell Phone/s:		Fax No/s.:		Email Address/es:
Main Office Address:		Floor / Bldg.Name / No.	Street	District / Town / Village	City / Province	Zip Code
Company's Community Tax Certificate (CTC) No.			CTC issued on:		CTC - place issued:	
Company's BIR TIN:			Year when company started operations in the Philippines:			
DTI / SEC Registry No.:			Year when application for DTI / SEC registration was approved:			
Chairman :			Chief Executive Officer :			
President :			Chief Operating Officer :			
General Manager :			Chief Accountant :			

Nature of Business:

Agriculture/Fish/Forestry Electricity/Gas/Water Government Service Professional Practice Others _____
 Banking Entertainment Manufacturing Transport/Communication
 Brokerage Food Industry Medical Service Wholesale/Retail
 Education Financial Institution Mining

AUTHORIZED SIGNATORY

First Name	Middle Name	Last Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date(m/d/y) / /	Birth Place
Official Designation	SSS / GSIS No.	BIR TIN	Citizenship/s	CTC No.	Date Place
First Name	Middle Name	Last Name	<input type="checkbox"/> Male <input type="checkbox"/> Female	Birth Date(m/d/y) / /	Birth Place
Official Designation	SSS / GSIS No.	BIR TIN	Citizenship/s	CTC No.	Date Place

FINANCIAL INFORMATION

<p>Sources of funding for this purchase:</p> <input type="checkbox"/> Business Income (Appropriated Earnings) in Bank _____ <input type="checkbox"/> Company Funds in Bank _____ <input type="checkbox"/> Financing, specify bank / financier _____ <input type="checkbox"/> Interest/Commission from _____ <input type="checkbox"/> Sale of the following company assets _____ <input type="checkbox"/> Liquidation of Investments in _____ <input type="checkbox"/> Others, pls. specify _____ <p>Details of fund sources:</p>	<p>Accounts w/ BPI / BPI Family Bank / BPI Subsidiaries</p> <input type="checkbox"/> Savings in _____ <input type="checkbox"/> Checking in _____ <input type="checkbox"/> Time Deposit in _____ <input type="checkbox"/> Investment/s in _____ <input type="checkbox"/> Lease of Auto _____ <input type="checkbox"/> Lease of Equipment _____ <input type="checkbox"/> Lease of Property _____ <input type="checkbox"/> Others _____
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REAL OR OTHER PROPERTIES BEING BOUGHT

IF REAL PROPERTY	Address of property: _____ (For Sale) Total Selling Price: P _____
IF SHARES OF STOCK	Name of Company Share _____ Kind of Share _____ No. of Shares _____ Selling Price per Share: P _____ Total Price : P _____
IF MOTOR VEHICLE / EQUIPMENT / OTHER CHATTELS	Brand _____ Model / Year _____ Make _____ Color _____ Plate No. _____ Total Selling Price of vehicle/ chattels being purchased : P _____ Other descriptions : _____

REQUIRED DOCUMENTS

- For single proprietorships, two (2) reproduced copies of Trade Name and Business Permit;
- For corporations/ partnerships/ associations –
 - copy of Articles of Incorporation, Partnership or Association as registered in the Securities and Exchange Commission. (If photocopied, copy must be accompanied by Secretary's Certificate that said copy is authentic.);
 - copy of By-Laws as registered in the Securities and Exchange Commission;
 - Resolution from the Board of Directors/Governors/Trustees authorizing the purchase / lease and its terms and designating and appointing the official authorized to negotiate and sign documents on behalf of the corporation/ partnership/ association;
 - Certification under oath by the Secretary or Treasurer to the effect that more than 50% of the outstanding capital stock is owned by Filipinos; a list of stockholders/ partners (and their nationalities) who each own at least 2% of total capital, and a list of the incumbent directors.
 - Other documents as may be required.

I/We certify that the above information is true, correct and complete.

FOR BANK USE ONLY

Signature Verified / Authenticated by

Authorized Signatory / Date

Name / Signature

Date