

TENANT INFORMATION SHEET
FOR COMPANIES/ASSOCIATIONS/SOLE PROPRIETORSHIPS

COMPANY PROFILE			
Registered Name:			Existing Lessee? <input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Company: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Association			
Contact Person/Position:		Contact Number:	
Main Office Address:			Address since (mm/dd/yy)
Present Address:			Address since (mm/dd/yy)
Land line no/s.:	Cell Phone no/s.:	Fax No/s.:	Email Address: Website:
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 was approved:	
Name of President:		Birth Date (mm/dd/yy)	Birth Place
Name of Corporate Secretary:		Birth Date (mm/dd/yy)	Birth Place
Name of Treasurer:		Birth Date (mm/dd/yy)	Birth Place
Nature of Business: <input type="checkbox"/> Agriculture/Fish/ Forestry <input type="checkbox"/> Food Industry <input type="checkbox"/> Professional Practice <input type="checkbox"/> Banking <input type="checkbox"/> Financial Institution <input type="checkbox"/> Transport/Communication <input type="checkbox"/> Brokerage <input type="checkbox"/> Government Service <input type="checkbox"/> Wholesale/Retail <input type="checkbox"/> Education <input type="checkbox"/> Manufacturing <input type="checkbox"/> Others (pls. specify) _____ <input type="checkbox"/> Electricity/Gas/Water <input type="checkbox"/> Medical Service <input type="checkbox"/> Entertainment <input type="checkbox"/> Mining Average Monthly Income: _____			
AUTHORIZED SIGNATORY			
Name (first name, middle name, last name)		Designation:	Birth Date (mm/dd/yy)
		Designation:	Birth Date (mm/dd/yy)
		Designation:	Birth Date (mm/dd/yy)
		Designation:	Birth Date (mm/dd/yy)
FINANCIAL INFORMATION			
Sources of funding for this purchase/lease:		Accounts w/ BPI/BPI Family Bank/BPI Subsidiaries/Other Banks	
<input type="checkbox"/> Business Income in Bank	_____	<input type="checkbox"/> Savings in	_____ Bank
<input type="checkbox"/> Company Funds in Bank	_____	<input type="checkbox"/> Checking in	_____ Bank
<input type="checkbox"/> Financing, specify bank/financier	_____	<input type="checkbox"/> Time Deposit in	_____ Bank
<input type="checkbox"/> Interest/Commission from	_____	<input type="checkbox"/> Investments in	_____ Bank
<input type="checkbox"/> Sale of the following company assets	_____	<input type="checkbox"/> Lease of Auto	_____ Bank
<input type="checkbox"/> Liquidation of investments in	_____	<input type="checkbox"/> Lease of Equipment	_____ Bank
<input type="checkbox"/> Others pls. specify	_____	<input type="checkbox"/> Lease of Property	_____ Bank
	_____	<input type="checkbox"/> Others	_____ Bank
OWNERSHIP/MANAGEMENT (at least 20% stockholder)		AFFILIATES AND SUBSIDIARIES	
NAME OF STOCKHOLDERS/PARTNERS	% OF OWNERSHIP	NAME OF AFFILIATES	% OF OWNERSHIP
DOCUMENTARY REQUIREMENTS			
LIST OF REQUIRED DOCUMENTS		SUBMITTED	TO BE OBTAINED
a) SEC Registration			
b) Articles of Incorporation and By-laws (SEC Documents)			
c) Audited Financial Statements (previous 2-3 years)			
d) Latest General Information Sheet & brief company background			
e) Latest Board Resolution/Secretary's Certificate of authorized signatory/ies.			
f) Client Information Sheet and Photocopy of 1 valid Government Issued ID with 3 specimen signature of the following: (Passport, PRC ID, Driver's License, TIN card only)			
1. Company President			
2. Authorized Signatory			
3. Corporate Secretary			
4. Treasurer			
5. Business Owner & Spouse (Sole Proprietorship/Partnership)			
g) Duly filled-up Tenant's Information Sheet and RPT Form of the Company			
h) BIR Certificate of Registration (Form 2303)			
i) Authority to Print (BIR Form 1921)			
***** Other required documents will be requested if deemed necessary *****			
AUTHORIZATION/CERTIFICATION			
I hereby certify that all data and statements in this Tenant's Information Sheet are true, correct and complete, and are made for the purpose of our lease application, and that the signatures appearing thereon are genuine. I authorize you to obtain such information as you may require concerning the statements made in this application and that the sources to which you may apply are authorized to provide any information relative to this application to this application. I agree the application may remain your property whether the lease application is granted or not.			
_____ Printed Name and Signature of Authorized Signatory/Date			
FOR BANK'S USE ONLY:			
Signature Verified/Authenticated by:			
_____		_____	
Printed Name and Signature/Date		Date	