

CHECKLIST OF REQUIREMENTS FOR ROPA BUYERS

(Complete requirements to be submitted)

Buyer's Name :	
· Address :	
Contact No.: Fax No.:	
BASIC REQUIREMENTS (CORPORATION AND INDIVIDUAL)	2.
Direct Buyer Deposit of at least 10% of the Purchase Price	
Filled up Customer Information Sheet	
Filled up Negotiated Sale Offer Form (Form 6) Photocopy	
of two (2) Valid ID's duly signed by the Buyer	
BIR-stamped Income Tax Return (last 3 years) / Certificate of Deposit (for cash basis)	
Tax Identification Number	
	100
Marriage Contract, if applicable	
with Broker/Referror	
Deposit of at least 10% of the Purchase Price	
Filled up Customer Information Sheet	
Filled up Referral Form (for Referror) & Broker's Registration Letter - for Buyers (Form 4)	3
Filled up Negotiated Sale Offer Form (Form 5)	
Photocopy of two (2) Valid ID's duly signed by the Buyer	(G
BIR-stamped Income Tax Return (last 3 years) (installment basis) / Certificate of Deposit (cas	sh
basis)	
Tax Identification Number	
Marriage Contract, if applicable	
ADDITIONAL REQUIREMENTS:	*
CORPORATION	
SEC Certificate of Registration of Articles of Incorporation & By-Laws & amendments thereto, if any. 1/	19
Articles of Incorporation and By-Laws & amendments thereto, if any. 1/	nie.
Board Resolution/Secretary's Certificate authorizing the transaction, authorized representative and signatory/s with the corresponding specimen signature/s. 1/	3
Latest General Information Sheet submitted to SEC. 1/	
Photocopy of two (2) Valid ID's of the authorized representative. 2 / Audited Financial Statement (last 3 years) or Project Study (if start up 3 /).	8
INDIVIDUALS Free level / Selevied	
Employed/Salaried Certificate of Income and Employment (Exhibit A)	
Overseas Filipino Workers	
Certificate of Income and Employment	
Employment Contract	
Consularized Special Power of Attorney (Exhibit B) authenticated by the Department of Foreign	gn
Affairs.	
Self-employed	
DTI Registration	ð.
Mayor's Business Permit	
Audited Financial Statements (last 3 years).	

^{1/} must be duly certified by the Corporate Secretary 2/ must be duly certified by the Corporate Secretary and the authorized representative 3/ subject to verification and validation

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(Complete requirements to be submitted)

Buyer's Name :
Address : Fax No.: Fax No.:
OTHER REQUIREMENTS Letter of Guaranty issued by: Bank: Certificate of Deposit:
OTHER DOCUMENTS TO BE SUBMITTED AS APPLICABLE
 LEGALLY SEPARATED. If buyer is legally separated, he/she must submit a copy of the Countries or decree granting the legal separation. This is to be submitted prior to execution of the
Deed of Sale to facilitate registration of the said property. 2. NON-CONJUGAL PROPERTIES. If a married buyer wants to indicate that there is separation of properties between him/her and his/her spouse, a copy of the Court Order to thi
effect should also be submitted prior to execution of the Deed of Sale. 3. MINORS. If buyer wants to register the property in behalf of his/her children or beneficiaries who are minors, a copy of the guardianship or trusteeship papers must be submitted prior to execution of the Deed of Sale.
4. FILIPINO WITH FOREIGN SPOUSE. If buyer of real property is a Filipino citizen married to a foreigner, the foreigner spouse must present an affidavit that the funds used to purchase the property came completely from the paraphernal funds of the wife-buyer or from the capital assets of the husband-buyer, as the case may be. This is to be submitted upon the signing of the husband-buyer.
the Deed of Sale to facilitate registration of the said property. 5. BALIKBAYAN. If buyer is a <i>balikbayan</i> under the government's program, he/she must submit an affidavit showing the date and place of the transferee's birth, the names and addresses of his parents, of his spouse and children, if any; the area, the location, and the mode of acquisition of his land holdings in the Philippines, if any; his intention to reside permanently in the Philippines; the date he lost his Philippine citizenship, and the country of which he is presently a citizen. This is required document for registration of the property and must be
submitted prior to execution of the Deed of Sale. 6. DUAL CITIZENS. For those who have re-acquired Philippine citizenship under R.A. 9229 (Dual Citizenship Act), they shall submit duly certified and authenticated copies of the Order of Approval, Oath of Allegiance and Identification Certificate/s.
 OVERSEAS FILIPINO WORKERS (OFWs). For non-Philippine residents or OFWs, etc. required documents must be submitted: two (2) Valid IDs with photo, copy of job contract Special Power of Attorney (SPA) duly authenticated/consularized by the Philippine Consulate where said clients are located.
 ATTORNEYS-IN-FACT. For attorneys-in-fact or agents, ensure that the SPA clearly specifies the agent and the scope of agent's authority. SPA must be duly notarized or consularized as case may be.
RECEIVED AND VALIDATED BY:
Acquired Assets Assistant Acquired Assets Officer

Form 5 (Sale Offer with Broker-Revised083017)

Date	
Special Assets Department Land Bank of the Philippines 30th Floor, LANDBANK Plaza M.H. del Pilar cor. Dr. Quintos Sts. Malate, Manila	
	SALE OFFER LETTER
Gentlemen:	·
I would like to offer to buy through negotiated	sale from the Land Bank of the Philippines the acquired
property/ies described as follows:	* 5
Location:	
Offered Price:	
	Mode Of Payment
Lump Sum (Cash)	Installment Basis
% of the Offered Price (at least 10 % balance payable as follows: Within days from date	% additional payment payable within days after approval.
Notice of Approval of Sale.	% balance payable monthly, as follows:
	Term: no. of years Interest: % per annum
Note: A penalty of 2% per	month shall be charged for late payment/s
Amount: Cash	Offered Price is enclosed with the following details: Check
Check No.: Bank / Branch: Date:	
offeror's] offer. It shall be applied as partial profeited in favor of LBP if the sale is approve the necessary documents, or any act or omissi from my own fault. However, I agree that the sis disapproved by Land Bank or not recomme that I have inspected the property described a that I am acquiring the same on an "AS-IS-W"	ice described above does not constitute acceptance of my [the payment in case my offer is approved. The amount shall be sed but not consummated due to negligence, failure to submit ion on my part that may be construed by Land Bank as arising same shall be returned to me without interest in case my offer inded for approval for whatever reason. It is also understood bove to ascertain the actual condition/status of the same and HERE-IS" basis. I further agree that Land Bank reserves the hold Land Bank free and harmless from any liability arising
Very truly yours,	
BUYER/s:	BROKER
`Name/s and Signature/s	
Address	Signature over printed name
Telephone No. TIN:	

CLIENT INFORM	ATION AND SPECIMEN SIGNAT	ure card (cisso		
	(DEPOSIT ACCOUNT)		INSTITU	
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LAND BANK OF THE PHILIPPINES SPECIAL ASSETS DEPARTMENT

Buyer's Name : Address :				_		
Contact No.:						
KYC Questionnaire:						
1. I came to know about the pro	operty through:	Who is free thank I star to be Mile to the terms of the star to th	2 to see the stiller was a second transmission of	le de la		
LBP Website	Online Part	tners (e.g. Lamudi, Repo.ph, Prop	pertyForum) Social Media (Facebook)		
Referred by Agent/Referror	r/Broker Newsprint,	poster, tarpaulin	Housing Fair			
Referred by Branch		(Branch Name)	By: (N	ame of Branch Employee)		
Referred by LBP Employe	م	(Diamon 1)				
		(Name of Employee)	Contact Number			
2. Purpose of Purchase:						
3. Source of fund for this Pur			- who has a managed a second and a second an			
4. First Time buyer with LBP?		If NO, please give details of previ	ous property purchased:			
5. Are you related to an LBP E	Employee? LIYes LINo	ES, Name of LBP Employee/Position	LBP Branch/Dep	partment Relationship		
6. Is the Buyer, including immedia members (spouse, parents, sib and spouse's parents or siblin position in the Government, ele	olings, childrenYesNo lgs) holding	If YES, Name of Immediate Family N	lember and Position Government	Agency Relationship		
7. Is Buyer engaged with Mor Service Business (MSB)?		/ES, Check Type Foreign Exc	hange Dealer (FXD) Money Chan	nger (MC) Remittance Agent		
8. LBP Credit Card Holder?	Yes No			æ		
9. Filipino Citizen?	Yes No	If No, please specify citizenship.				
1. Are you an employee, a dire	Related rector, or officer of LBP and/or its	Party Questionnaire (s subsidiaries/ affiliated compa	tterritarion intelligence dellical liberal delicario della della della della della della della della della del	ar guille de de la company de la company La politica de la company		
If YES, please specify the follow	ving:	- market and the	MONTHS.			
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Department/Unit:		Director C	officer Employee			
Department/Unit:		Director C	fficer Employee	va		
within the second degree of c (e.g. spouse, parent/parent-in-la	orking in LBP and/or affiliated comp consanguinity or affinity? aw, child/son.daughter-in-law, brother nt/grandparent-in-law, grandchild/gran	r/brother-in-law,				
If YES, please specify the follo	owing:					
Name of Relative		Relation	onship	Company Name		
Last Name, First Name	Middle Name					
Last Name, First Name	Middle Name					
Last Name, First Name	Middle Name		4			
And the second of the second	James and Marie Marie	EERTHFICATION				
	I hereby certify that the information	n provided above is true and corre	ect, to the best of my knowledge and	d belief.		
			Signature Over	Printed Name		
	Mile and the state of the	POPOTAKING		Mathematica Committee of the Committee o		
-The buyer hereby certifies that the information contained herein is/are true and correct and the signatures indicated herein are genuine. -The buyer hereby authorizes LBP and its authorized representative/s to conduct credit verification. - The buyer hereby waives confidentiality of client information including but not limited to 1405 (Secrecy of Bank Deposit Act), 6426 (Foreign Currency deposit Act), 10173 (Data Privacy Act of 2012) and Sec 55.1b of Republic Act No. 8791 (General Banking Law) and the law relating to the secrecy of Bank deposits for purposes of Credit Checking.						
SIGNATURES OF BUYER'S						
A STATE OF THE STA						
Principal Buyer	Conforme of Spouse	Second Buyer	Conforme of Spouse	A.I.F. Per SPA		