

LIFTING MSME Lending Program

Documentary Requirements

1. Credit Program for MSMEs

a) Pre-processing Requirements

- i. Duly filled-out and signed Application Form
- ii. Valid Permits, Licenses and Registrations, to include the following as applicable:
 - Mayor's Permit/Business Permit
Note: May be required as pre-release requirement for start-up business only
 - DTI Registration or SEC Registration, whichever is applicable
 - Certificate of Authority for BMBE borrowers only
 - Articles of Incorporation and By-laws, General Information Sheet, and Secretary's Certificate for Corporations
- iii. Copy of latest Annual Income Tax Return, if applicable
Note: Based on Section 301 of BSP's MORB, ITR shall NOT be required to microfinance loans (loans up to ₱300,000.00), those with credit accommodations not exceeding ₱3.0M and loans to start-up enterprises during their first three years of operation or banking relations.
- iv. Proof of Income/Sales Generated, as applicable:
 - Six (6) months Bank statement or passbook from working/business depository bank and Bank certificate, and
 - Unaudited/Audited Financial Statement, whichever is applicable, for the last three (3) years plus interim financial statement, if applicable
Note: Consistent with the provisions of the National Internal Revenue Code, the requirement for audited financial statement shall be imposed to borrower who attained gross revenue of P3.0M in a year. Otherwise, unaudited financial statement shall be required plus the in-house financial statement shall be submitted annually thereafter

- For start-up MSMEs, submission of pre-operating financial statement and projections
- v. Proof of business existence:
 - Purchase Orders, Sales Invoice, Official Receipts, whichever is applicable;
 - Proof of utilizes billing (e.g. electric bill, water bill, wifi bill, among others)
 - Sketch/map of Business and Residence location showing adjacent or nearest landmarks

b) Additional Requirements for loans intended for franchising:

Duly executed Franchise Agreement or Contract with franchisor. This may be a pre-release requirement for franchisee-borrower. Additionally, The Franchise Agreement may be required as a post release requirement if Franchisor issues a notarized Certification duly validated by the LANDBANK Lending Unit, indicating that borrower has passed and complied with all the requirements as a franchisee including an approved site. The Certification should indicate, further, that the Franchise Agreement shall be executed upon payment of the Franchise Investment Package.

2. Credit Program for Partner Financial Institutions

LANDBANK standard documentary requirements for rediscounting facility.