



LIST OF REQUIREMENTS

Application:

- Buyer Information Slip
- Offer to Buy Form

Cash / LOG Transactions

For Individuals:

1. Certificate of Employment indicating compensation and Latest Income Tax Return
 - a. BIR Form 2316
 - b. BIR Form 1703 (For those with foreign-sourced income)
 - c. BIR Form 1701 (For those with business and compensation income)
 - d. BIR form 1700
2. Photocopy of valid ID (both of spouses, if married)
3. Photocopy of Marriage Contract (For married applicants)
4. If applicable, Special Power-of-Attorney (notarized by Philippine Consular Office if issued abroad)
5. Tax Identification No.(both individuals, if married)

If Self Employed:

1. DTI registration
2. Financial Statements

For Corporations

1. Original Board Resolution and/or Secretary's Certificate authorizing the purchase and appointing the signatory for the corporation
2. SEC Registration
3. Articles of Incorporation and By-laws
4. Latest Income Tax Return (BIR Form 1702) and latest Audited Financial Statement
5. Photocopy of valid ID of the signatory
6. Community Tax Certificate of the company and signatory
7. Tax Identification Number of the company and signatory

For OFWs:

1. Consularized SPA (if via authorized representative/s)
2. Any of the following income documents:
 - 2.1 Consularized Certificate of employment
 - 2.2 Job Contract
 - 2.3 Proof of remittance
 - 2.4 Active PSBank OFW Account