



**SME BUSINESS LOAN
LIST OF DOCUMENTARY REQUIREMENTS**

- Completely filled out application form
- Payment of appraisal fee
- Photocopy of two (2) valid IDs of all principals
- Business registration papers issued by the Department of Trade and Industry (for sole proprietors)
- SEC Registration Certificate, Articles of Incorporation, By-Laws, and latest General Information Sheet (GIS) (for corporations)
- Latest six (6) months bank statement
- Audited Financial Statements (for the last 3 years)
- List of top five (5) suppliers and customers (with contact details)
- Income Tax Return (for the last 3 years)
- Photocopy of TCT / CCT
- Photocopy of lot plan / vicinity plan / subdivision plan
- Photocopy of Tax Declaration
- Signed Data Privacy Notice and Consent Form

Notes:

1. Appraisal fee shall be required to be paid by the loan applicant prior to the processing of loan application. Payment should be made directly to any of CTBC Bank branches.
2. Other applicable fees and charges, such as but not limited to DST, handling fee, among others, will be deducted to any of CTBC Bank branches.
3. CTBC Bank reserves the right to require submission of additional documents as may be necessary consistent with its policies and applicable regulations.