

## First Circle Requirements Summary

### A - Financial Information Checklist

Business Information Required Documents		Sole Proprietorship	Partnership	Corporation
1	Bank Statements (for the last 3 to 6 months)	✓	✓	✓
2	Audited Financial Statements (with data for the past year) or Income Tax Return	✓	✓	✓
3	Summary Alphalist of Withholding Tax (SAWT) or Trade References: Major Customers (Top 3)	✓	✓	✓

### B - Updating Business Information

For documents that need to be updated - as communicated by your Relationship Manager - please refer to the following pages for the guidelines of each document.

### C - Business Transaction Documents Checklist

This helps us determine the amount of financing we may be able to offer you. The following are the accepted documents:

- Unpaid Invoices
- Undelivered Purchase Orders
- Signed Contracts
- Progress Billing
- Blanket POs

## Documentary Guidelines

When submitting a copy of the documents, please ensure that it adheres to the following:

- The document is valid and updated
- If the document is back-to-back, include both sides
- Image is clear
- Image is colored and not blurred or cropped
- Includes all pages of the document (if the document has multiple pages)

### A - Financial Information Guidelines

The following are the guidelines for each required document. We are requiring documents below to ascertain the most accurate level of financing that we can provide your business.

To ensure that our understanding of your business is up-to-date and always accurate, information below needs to be updated every 6 to 12 months.

#### Guidelines for ALL Business Types:

Required Document		Types Allowed	Guidelines
1	Bank Statements within at least the past 3 months	Bank Statements must be one of the following types: <ul style="list-style-type: none"> <li>• Passbook</li> <li>• Statement of Account</li> <li>• Online generated Bank Statement</li> </ul>	<ul style="list-style-type: none"> <li>• Must include at least the past 3 consecutive months</li> <li>• Account name and account number must be visible in the document</li> <li>• If you (for Sole Proprietorships) or your business (for Partnerships and Corporations) has multiple bank accounts, you are encouraged to provide bank statements from your main bank accounts.</li> </ul> For Sole Proprietorship <ul style="list-style-type: none"> <li>• Account holder must be the applicant</li> </ul>
2	Audited Financial Statements (with data for the past year) or Income Tax Return	Must be one of the following types: <ul style="list-style-type: none"> <li>• Audited Financial Statements</li> <li>• Income Tax Returns (ITR)</li> </ul>	<ul style="list-style-type: none"> <li>• Must be stamped and with date received by BIR                             <ul style="list-style-type: none"> <li>○ If the document was sent to BIR online, include acknowledgement of BIR that the document has been received such as a screenshot of the acknowledgement.</li> </ul> </li> <li>• Must include all pages</li> </ul>
3	Summary Alphalist of Withholding Tax (SAWT) or Trade References: Major Customers (Top 3)		<ul style="list-style-type: none"> <li>• Must use the template <a href="#">here</a> for the trade references</li> </ul>

## B - Updating Business Information Guidelines

The following are the guidelines for documents that need to be updated. Please only submit documents that need to be updated as communicated by your Relationship Manager.

Document	Types Allowed	Guidelines
Primary ID	ID must be one of the following types: <ul style="list-style-type: none"> <li>• Driver's License</li> <li>• Passport</li> <li>• TIN ID</li> <li>• PRC ID</li> <li>• Postal ID</li> <li>• Unified ID</li> </ul>	<ul style="list-style-type: none"> <li>• Must bear the signature of the ID owner</li> <li>• ID must be of the registered owner or board of director</li> </ul>
Proof of Billing	Proof of Billing must be one of the following types: <ul style="list-style-type: none"> <li>• Utility Bill</li> <li>• Lease Contract</li> <li>• Mayor's Permit</li> </ul>	<ul style="list-style-type: none"> <li>• For utility bills, it must be issued within the past two (2) months</li> <li>• Address shown must be the registered business address</li> </ul>
DTI Certificate of Registration		<ul style="list-style-type: none"> <li>• Watermark must be clearly visible</li> <li>• Must be issued within the last 5 years</li> </ul>
General Information Sheet (GIS)		<ul style="list-style-type: none"> <li>• Must upload all pages of the most recently filed GIS</li> <li>• Must be stamped and with date received by SEC</li> </ul>
Secretary's Certificate		<ul style="list-style-type: none"> <li>• Must use First Circle's template which can be accessed <a href="#">here for Partnerships</a> and <a href="#">here for Corporations</a></li> <li>• Must be notarized</li> <li>• Must be signed by the Managing Partner for Partnerships and the Corporate Secretary for Corporations</li> <li>• Authorized representative indicated must be the applicant</li> <li>• Must be signed by the authorized representative</li> <li>• Must include all partners for Partnerships and must include all members of the Board of Directors for Corporations</li> </ul>

## C - Business Transaction Documents Guidelines

In order to determine the amount of financing we may be able to offer, we need to verify your future business activity. You may submit any or a combination of the following documents.

### Unpaid Invoices (Issued To Your Buyer) Guidelines

Acceptable Documents	Documents Must Contain the Following Information	Submission Guidelines
<ul style="list-style-type: none"> <li>● Sales Invoice</li> <li>● Charge Invoice</li> <li>● Delivery Receipt</li> <li>● Billing Statement</li> <li>● Statement of Account</li> <li>● Portal screenshot</li> <li>● Billing Receipt</li> </ul>	<ul style="list-style-type: none"> <li>● Buyer name</li> <li>● Invoice number</li> <li>● Issue date</li> <li>● Payment terms</li> <li>● Amount of the transaction</li> <li>● Transaction details</li> </ul> <p>If the document does not contain the details above, please submit a Memorandum of Agreement, Project Proposal, or Quotation.</p>	<ul style="list-style-type: none"> <li>● The invoice must not be paid yet</li> <li>● Expected payment date must be at least 7 calendar days from submission date                             <ul style="list-style-type: none"> <li>○ For amortizing loans, expected payment date may be less than 7 calendar days from submission date</li> </ul> </li> <li>● The documents should be stamped/signed as "received" by your buyer                             <ul style="list-style-type: none"> <li>○ If invoice is not signed or stamped, submit proof of receipt, e.g. delivery receipt transmittal form, proof of acknowledgement by buyer, completion report, progress report</li> </ul> </li> </ul> <p>For buyers that are government agencies or units, please include any of the following as a supporting document for faster verification:</p> <ul style="list-style-type: none"> <li>○ Purchase Order</li> <li>○ Memorandum of Agreement</li> <li>○ Notice of Award</li> <li>○ Notice to Proceed</li> <li>○ Disbursement Voucher</li> <li>○ Completion Report</li> </ul> <p>If submitting a Statement of Account, please include the Invoices or Delivery Receipts.</p>

## Undelivered Purchase Orders (Received From Your Buyer) Guidelines

Acceptable Documents	Documents Must Contain the Following Information	Submission Guidelines
<ul style="list-style-type: none"> <li>• Purchase Order (can be Blanket Purchase Orders)</li> <li>• Notice of Award</li> <li>• Notice to Proceed</li> <li>• Work Order</li> <li>• Job Order</li> </ul>	<ul style="list-style-type: none"> <li>• Buyer name</li> <li>• Document reference number</li> <li>• Delivery terms/delivery date</li> <li>• Payment terms</li> <li>• Amount of the transaction</li> <li>• Transaction details</li> </ul>	<ul style="list-style-type: none"> <li>• Items or services should not be delivered yet</li> <li>• Must not be paid yet</li> <li>• The documents should be stamped/signed by your buyer. If the Purchase Order is not signed, please include the Memorandum of Agreement.</li> </ul> <p>For government agency buyers: Please include any of the following as supporting document:</p> <ul style="list-style-type: none"> <li>• Memorandum of Agreement</li> <li>• Notice of Award</li> <li>• Notice to Proceed</li> <li>• PhilGEPs portal screenshot</li> </ul> <p>For Blanket Purchase Orders, ensure that items and services are not yet fully delivered and that this is acknowledged by the buyer.</p>

## Signed Contracts Guidelines

Acceptable Documents	Documents Must Contain the Following Information	Submission Guidelines
<ul style="list-style-type: none"> <li>• Memorandum of Agreement</li> <li>• Signed Project Proposal</li> <li>• Services Agreement</li> </ul>	<ul style="list-style-type: none"> <li>• Document reference number</li> <li>• Amount of the transaction</li> <li>• Delivery terms/ date</li> <li>• Payment terms</li> <li>• Buyer name</li> <li>• Transaction details</li> </ul>	<ul style="list-style-type: none"> <li>• Must not be paid yet</li> <li>• The documents should be signed or acknowledged by your buyer.</li> </ul>

## Progress Billing Guidelines

Acceptable Documents	Documents Must Contain the Following Information	Submission Guidelines
<ul style="list-style-type: none"> <li>• Purchase Order</li> <li>• Signed Contract</li> <li>• Job Order</li> <li>• Work Order</li> </ul>	<ul style="list-style-type: none"> <li>• Document reference number</li> <li>• Amount of the transaction</li> <li>• Delivery terms/delivery date</li> <li>• Payment terms</li> <li>• Buyer name</li> <li>• Transaction details</li> </ul>	<ul style="list-style-type: none"> <li>• Must not be a construction-related transaction</li> <li>• Must not be paid yet</li> <li>• Must not be 100% fulfilled</li> <li>• Should be signed or acknowledged by your buyer</li> </ul> <p>Completion report or inspection report may also be submitted as a supporting document.</p>

## Tips for submitting invoices

- ✓ Must be clear and readable
- ✓ Invoices were issued by you but have not been paid by your buyer
- ✓ Send all pages of the unpaid invoices you issued
- ✓ You can send multiple invoices at a time to us for us to finance

**1** **INVOICE**

**AMD Enterprises**  
196 Sampaguita Street  
Makati City, 1218  
Phone: 580-3200 loc 113

**3** **INVOICE #** **771619** **4** **DATE** **22/03/2018**

**BILL TO** **2** **CUSTOMER ID** **1028** **TERMS** **45 days**

**Deana Elaine Q. Wong-Accounting Head**  
**SM Hypermarket**  
Dona Soledad Avenue Corner West Service Road, Barangay Don Bosco, Bicutan  
Paranaque City, 1705  
Phone no : (02) 552 70 31  
deanawong@smhypermarket.com

**5**

DESCRIPTION	QTY	UNIT PRICE	AMOUNT
Johnson's Baby Shampoo 200 ml	1000	₱122.50	₱122,500.00
Johnson's Baby Shampoo 500 ml	1000	₱263.00	₱263,000.00
Johnson's Baby Active Fresh Shampoo 200 ml	500	₱131.00	₱65,500.00

**7** **6**

SUBTOTAL	₱320,500.00
SALES TAX	0.12
<b>TOTAL</b>	<b>₱358,960.00</b>

1. Please send two copies of your invoice.  
2. Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.  
3. Please notify us immediately if you are unable to ship as specified.  
4. Send all correspondence to:  
Jonathan M. Sorio  
Accounting, 2nd Floor, Jollibee Avenue  
Pasig City, 1800  
Phone no: +63 2 822 2888  
Fax: +63 2 822 2821

Address: **Jonathan M. Sorio** **March 22, 2018**

### Invoice must have

- 1 Your company name
- 2 Buyer's name
- 3 Invoice number
- 4 Date issued
- 5 Transaction details
- 6 Total amount due

### Invoice ideally is

- 7 Signed or stamped by buyer

If you are unsure if the invoice you issued matches what we need, just contact us.

## Tips for submitting purchase orders (P.O.)

- ✔ Must be clear and readable
- ✔ Send all pages of the P.O.s you receive
- ✔ Items or services should not be delivered yet
- ✔ You can send multiple P.O.s at a time to us for us to finance

**PURCHASE ORDER**

**1** Pamalican Resort, Inc.  
Amarpulo, A Soriano Aviation, Andrews Avenue  
Pasay City, 1300  
Telephone #: +632 632 2000 fax: +632 632 7621  
jgenio@pamalicanresortinc.com

**2** P.O. NO.: 100002793  
DATE: March 20, 2018  
CUSTOMER ID: A102771615

**3** VENDOR: Ana M. Dipasupil  
AMD Enterprises  
176 Sarsapagala Street  
Makati City, 1218  
Phone no: 580-3200 loc 113

SHP TO: Jonathan M. Genio  
Pamalican Resort, Inc.  
Amarpulo, A Soriano Aviation, Andrews Avenue  
Pasay City, 1300  
Phone no: +632 632 2000 fax: +632 632 7621

**4** PAYMENT TERMS: 30 days

**5** DELIVERY DATE: April 30, 2018

Quantity	Unit	DESCRIPTION	UNIT PRICE	LINE TOTAL
1000	Each	Nestle All Purpose Cream 250 ml	51.00	51,000.00
500	Each	M.Y San Graham Crackers 700 g	350.00	175,000.00
300	Each	Del Monte Fiesta Fruit Cocktail 3 kg	315.00	94,500.00

**7** SUBTOTAL: P320,500.00  
SALES TAX: 0.12  
**8** TOTAL: P358,960.00

Authorized by: Jonathan M. Genio / March 20, 2018

### P.O. must have

- 1 Buyer's name
- 2 P.O. number
- 3 Your company name
- 4 Payment terms
- 5 Delivery date or delivery terms
- 6 Transaction description
- 7 Total amount

### P.O. ideally is

- 8 Signed by buyer

**If you are unsure if your document matches what we need, just contact us.**