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	0	\otimes	∅
3	Summary Alphalist of Withholding Tax (SAWT) or Trade References: Major Customers (Top 3)	0	\otimes	∅

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: Passbook Statement of Account Online generated Bank Statement	 Must include at least the past 3 consecutive months Account name and account number must be visible in the document 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. For Sole Proprietorship Account holder must be the applicant
2	Audited Financial Statements (with data for the past year) or Income Tax Return	Must be one of the following types: • Audited Financial Statements • Income Tax Returns (ITR)	 Must be stamped and with date received by BIR 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. Must include all pages
3	Summary Alphalist of Withholding Tax (SAWT) or Trade References: Major Customers (Top 3)		Must use the template <u>here</u> for the trade references

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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: Driver's License Passport TIN ID PRC ID Postal ID Unified ID	 Must bear the signature of the ID owner ID must be of the registered owner or board of director 	
Proof of Billing	Proof of Billing must be one of the following types: Utility Bill Lease Contract Mayor's Permit	 For utility bills, it must be issued within the past two (2) months Address shown must be the registered business address 	
DTI Certificate of Registration		 Watermark must be clearly visible Must be issued within the last 5 years 	
General Information Sheet (GIS)		 Must upload all pages of the most recently filed GIS Must be stamped and with date received by SEC 	
Secretary's Certificate		 Must use First Circle's template which can be accessed here for Partnerships and here for Corporations Must be notarized Must be signed by the Managing Partner for Partnerships and the Corporate Secretary for Corporations Authorized representative indicated must be the applicant Must be signed by the authorized representative Must include all partners for Partnerships and must include all members of the Board of Directors for Corporations 	

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

Inpaid Invoices (Issued To Your Buyer) Guidelines			
Acceptable Documents	Documents Must Contain the Following Information	Submission Guidelines	
 Sales Invoice Charge Invoice Delivery Receipt Billing Statement Statement of Account Portal screenshot Billing Receipt 	 Buyer name Invoice number Issue date Payment terms Amount of the transaction Transaction details If the document does not contain the details above, please submit a Memorandum of Agreement, Project Proposal, or Quotation. 	 The invoice must not be paid yet Expected payment date must be at least 7 calendar days from submission date For amortizing loans, expected payment date may be less than 7 calendar days from submission date The documents should be stamped/signed as "received" by your buyer 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 For buyers that are government agencies or units, please include any of the following as a supporting document for faster verification: Purchase Order Memorandum of Agreement Notice of Award Notice to Proceed Disbursement Voucher Completion Report If submitting a Statement of Account, please include the Invoices or Delivery Receipts. 	

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Undelivered Purchase Orders (Received From Your Buyer) Guidelines

Acceptable Documents	Documents Must Contain the Following Information	Submission Guidelines
 Purchase Order (can be Blanket Purchase Orders) Notice of Award Notice to Proceed Work Order Job Order 	 Buyer name Document reference number Delivery terms/delivery date Payment terms Amount of the transaction Transaction details 	 Items or services should not be delivered yet Must not be paid yet The documents should be stamped/signed by your buyer. If the Purchase Order is not signed, please include the Memorandum of Agreement. For government agency buyers: Please include any of the following as supporting document: Memorandum of Agreement Notice of Award Notice to Proceed PhilGEPs portal screenshot For Blanket Purchase Orders, ensure that items and services are not yet fully delivered and that this is acknowledged by the buyer.

Signed Contracts Guidelines

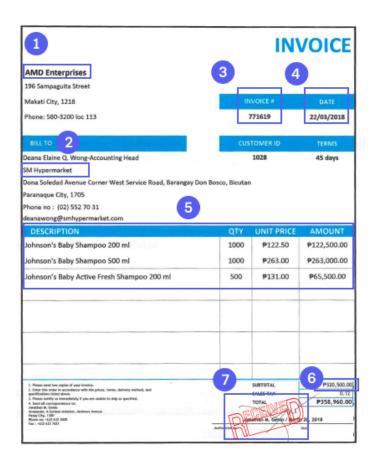
Acceptable Documents	Documents Must Contain the Following Information	Submission Guidelines
 Memorandum of Agreement Signed Project Proposal Services Agreement 	 Document reference number Amount of the transaction Delivery terms/ date Payment terms Buyer name Transaction details 	 Must not be paid yet The documents should be signed or acknowledged by your buyer.

Progress Billing Guidelines

Acceptable Documents	Documents Must Contain the Following Information	Submission Guidelines
Purchase OrderSigned ContractJob OrderWork Order	 Document reference number Amount of the transaction Delivery terms/delivery date Payment terms Buyer name Transaction details 	 Must not be a construction-related transaction Must not be paid yet Must not be 100% fulfilled Should be signed or acknowledged by your buyer Completion report or inspection report may also be submitted as a supporting document.

Tips for submitting invoices

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



Invoice must have

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

Invoice ideally is

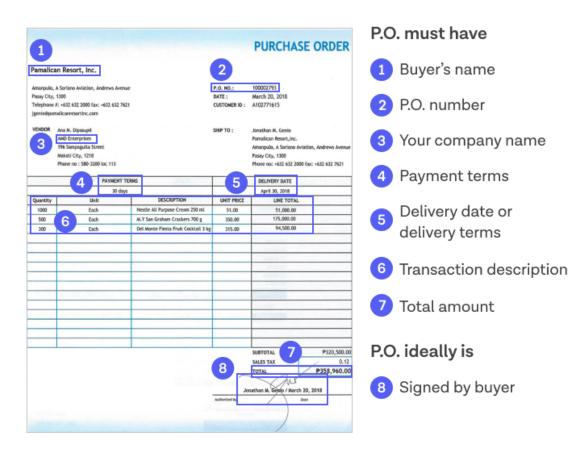
Signed or stamped by buyer

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

www.firstcircle.ph

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



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