



Please complete this form together with the required documents and submit to the address indicated above.
 All required documents (see page 2) must be submitted for this application to be processed.

LOAN APPLICATION FORM

OVERSEAS EMPLOYMENT INFORMATION

Company:	Other Loans: Institution:	Loan Type: <input type="checkbox"/> Peso <input type="checkbox"/> Dollar
Employer in Contract:	Outstanding Balance:	Expected Salary:
Destination Country:	Occupation:	Loan Amount Requested:

BORROWER'S INFORMATION

Name (Last, First, Middle):		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Date of Birth (mm/dd/yyyy):	Place of Birth:	Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er
Present Address:		
Provincial Address:	SSS	TIN
Home Phone Number:	Mobile Number:	Email Address:
Name of Spouse (if married)/Parents:	Home Phone Number:	Mobile Number:
No. of Children: (if applicable)	Telephone No.	Email Address:
Existing loan with other entities: (If yes, please write name of entity, specify loan amount and current status)		Telephone no.
Name (Last, First, Middle):		Relationship:
Address:		Contact Numbers: (Mobile and Home Phone Numbers):

BORROWER'S FINANCIAL INFORMATION

OTHER LOANS					
Bank/Institution	Loan Type	Date Granted	Maturity Date	Monthly Amortization	Outstanding Balance

CREDIT CARDS				
Credit Card	Card Number	Credit Limit	Outstanding Balance	Member since

CO-MAKER (1) INFORMATION:

Name (Last, First, Middle)		Relation to the Applicant:
Home Phone Number:	Mobile Number:	Email Address:
Date of Birth:	Place of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Present Address:	Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er	
Provincial Address:		
Present Employer/Business Name:		Telephone No. Monthly Income/Salary:
Employer's/Business Address:		Position:

CO-MAKER (2) INFORMATION:

Name (Last, First, Middle)		Relation to the Applicant:
Home Phone Number:	Mobile Number:	Email Address:
Date of Birth:	Place of Birth:	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
Present Address:	Civil Status: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widow/er	
Provincial Address:		
Present Employer/Business Name:		Telephone Number: Monthly Income/Salary:
Employer's/Business Address:		Position:

CERTIFICATION:

By signing and submitting this form, we confirm that we have provided true, complete and correct information in this application.

Signature of Borrower Over Printed Name / Date

Signature of Co-Maker (1) Over Printed Name / Date

Signature of Co-Maker (2) Over Printed Name / Date

FOR INTERNAL USE ONLY

Received by:	Applicant/Reference Number:	Loan Amount Approved:
Date Received:	Officer Signature:	Loan Release Date:

CHECKLIST OF DOCUMENT REQUIREMENTS

Borrower's Checklist

PRE - APPROVAL

Requirements	Details
<input type="checkbox"/> Application Form	Completely filled up and signed by the applicant
<input type="checkbox"/> Promissory Note and Disclosure Statement of Loan	3 copies properly signed
<input type="checkbox"/> Resume	Updated
<input type="checkbox"/> 3 pcs. 2x2 ID picture	Recent
<input type="checkbox"/> Passport	Unexpired
<input type="checkbox"/> 2 Valid IDs	(Government issued i.e. PRC, SSS, TIN, driver's license, postal ID) <ul style="list-style-type: none"> Must bear the same signature as indicated in the application form Must contain clear and legible information on the applicant
<input type="checkbox"/> Community Tax Certificate (Cedula)	Recent and photocopy only
<input type="checkbox"/> Proof of Billing / Barangay Clearance	Recent and must contain the borrower's name and residence address (ex. credit card bill, Meralco, PLDT, Globe, Smart, Maynilad, Manila Water, Skycable, etc)
<input type="checkbox"/> Job Offer / Official Employment Contract	Must be signed by both the employer and employee, and it must reflect the current salary, duration of employment and working conditions.
<input type="checkbox"/> Post-Dated Checks (PDCs)	From a commercial bank, properly signed with co-maker as joint account owner
<input type="checkbox"/> Bank Certification (if applicable)	

POST APPROVAL (Prior to Loan Release)

Requirements	Details
<input type="checkbox"/> Notice of Action (for USD loan) / LMO (if applicable)	Approval Notice
<input type="checkbox"/> Visa	Unexpired
<input type="checkbox"/> POEA OEC / PDOS CERTIFICATE	
<input type="checkbox"/> Plane Ticket	

Co-Maker's Checklist:

Requirements	Details
<input type="checkbox"/> Resume	Updated
<input type="checkbox"/> 3 pcs. 2x2 ID picture	Recent
<input type="checkbox"/> 2 Valid IDs (Government issued)	(Government issued i.e. PRC, SSS, TIN, driver's license, postal ID) <ul style="list-style-type: none"> Must bear the same signature as indicated in the application form Must contain clear and legible information on the applicant
<input type="checkbox"/> Community Tax Certificate (Cedula)	Recent and photocopy only
<input type="checkbox"/> Proof of income / employment any one of the following: <ul style="list-style-type: none"> Valid employment contract Last 6 months Certificate of Employment (COE) Payslips (2 full months) Business Permit, ITR and Audited Financial Statement 	<ul style="list-style-type: none"> Must contain the following information: Name of the company; Date of issuance; Name of employee; Employee details: Position, Date Hired or Tenure, Gross Monthly Salary/Annual Salary (bonuses and breakdown of compensation, if any); Signed by authorized signatory of the company. Must contain the following information on the payslips/earning statements: Name of Employer and Employee; Coverage Date (Salary Cut-off); Basic Salary and Net Pay
<input type="checkbox"/> Proof of Billing or Barangay Clearance	Recent and must contain the borrower's name and residence address (ex. credit card bill, Meralco, PLDT, Globe, Smart, Maynilad, Manila Water, Skycable, etc)
<input type="checkbox"/> Sketch of residence	Location of residence coming from main road.
<input type="checkbox"/> Authorization Letter (if applicable)	Signed by Borrower

APPLICATION AND PROCESSING GUIDELINES

1. Co-maker qualification:
 - Must be a resident of the Philippines
 - Must be earning at least Php10,000 gross monthly salary from his/her employer or from own business
2. Maximum loan amount shall be twice (2x) the monthly basic salary provided that monthly amortization shall not be more than 30% of the borrower's expected monthly salary.
3. AG Finance shall assist the borrower in the opening of bank account at AGF preferred bank. If borrower and co-maker have an existing checking account with other commercial bank, borrower has to submit a bank certification certifying the account name of the borrower and co-maker and that the account is still active.
4. AG Finance processes applications within 5 working days if your application includes complete required documents. We shall advise the borrower or the Agency of the status and loan release date. For approved loans, AG Finance shall release the loan net of processing and insurance fee on the advised date.
5. If the borrower is currently abroad and would like to avail loan, an authorization letter signed by the borrower must be submitted by the authorized co-maker together with the application requirements.

Signature of Borrower over Printed Name