|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | | | | |
| **Name of Business** | **BIR Number** | | **Business Registration Date**   Click or tap to enter a date. | |
| **Physical Address of Business** | | | | |
| **Telephone Number** | | **Facsimile Number** | | **Email Address of Contact** |

**SECTION A - COMPANY DETAILS**

1. **Provide details of the facilities requested.**

|  |  |
| --- | --- |
| **Requested Monthly Requirement\*** | **Requested Immediate Need\*** |
| **High Estimate** |
| **Low Estimate** |  |

***\*Please note that the requested annual amount is not guaranteed to be approved as the facility is on a per immediate needs and repatriation basis.***

1. **List the products and/or services offered/manufactured by your company**

1. **Category- Select the Category that best describes your company:**

**Manufacturer**  **Value Added Customer**  **Import Substitution**

1. **Number of employees:**
2. **Financial Year End:**
3. **Annual Sales:**
4. **Capex Requirements and description (if applicable)**
5. **Current Export Markets and Products and Potential:**
6. **Total Value of Exports**

**Please enter the value of exports for the last three years based on your financial year as per financial statements**

|  |  |  |
| --- | --- | --- |
| **Financial Year Ending (insert year)** | **Financial Year Ending (insert year)** | **Financial Year Ending (insert year)** |
|  |  |  |
|  |  |  |

1. **Please list the main foreign suppliers for your goods and/or services.**

|  |  |
| --- | --- |
| **Name** | **Country** |
|  |  |
|  |  |
|  |  |

1. **Please list the main foreign customers for your goods and/or services.**

|  |  |
| --- | --- |
| **Name** | **Country** |
|  |  |
|  |  |
|  |  |

**SECTION B– BANKING INFORMATION AND FOREX DETAILS**

**Provide details on the relationship with main financial institution**

|  |  |  |
| --- | --- | --- |
| **Bank Name** | | |
| **Address** | | |
| **TOTAL USD OBTAINED ANNUALLY IN LAST THREE YEARS** | | |
| **Insert Year and Value** | **Insert Year and Value** | **Insert Year and Value** |

**SECTION C - DETAILS ON OWNERS, DIRECTORS, OFFICERS AND SIGNING AUTHORITY**

**Specify the names and titles and provide a specimen signature of the persons**

1. **Acting on behalf of the company.**
2. **Each majority owner/shareholder of the company (10% ownership or greater)**
3. **Required to sign this and other future documents with the bank.**
4. **Specify the names and titles and provide a specimen signature of the persons authorized to give instructions, verifications, approvals (signature) of transactions with the bank.**

|  |  |  |
| --- | --- | --- |
| **NAME** | **TITLE** | **SPECIMEN SIGNATURE** |
|  |  | **X** |
|  |  | **X** |
|  |  | **X** |
|  |  | **X** |

**Specify the names and titles and provide a specimen signature of the persons authorized to give instructions, verifications, approvals (signature) of transactions with the bank.**

**Provide copies of two (2) forms of valid photo identification for all individuals listed above.**

**SECTION C**

**By signing below your directors/ Officers/ signing authority certify to the bank and authorize the following: -**

1. **The information recorded on this application is true and complete**
2. **You have correctly and completely disclosed the owners, the title holders of the company and persons who at this time are authorized to perform actions set out above on behalf of the company.**
3. **Formal notification of any changes in the information provided above will be submitted to the bank.**
4. **This information can be shared with statutory bodies and external professional institutions that perform reviews and report to statutory bodies.**
5. **Forex allocations are “subject to availability”**
6. **The bank can terminate this agreement at any time by written notice, that may or may not include a reason. A decision to terminate will only occur where there are justifiable, financial, or legal reasons to do so, for example: - a) Our obligations under applicable laws, regulations, and regulatory requirements,**

**b) Where the customer acts or is suspected to act fraudulently or with negligence,**

**c) Constraints imposed by a controlling authority of the bank**

**d) The client has not utilized the facility in a timely manner or to accepted banking practices.**

1. **The bank may at any time, with written notice, adjust the fees included for transactions. These fees are relevant to our correspondent banks and are charged to facilitate the remittance of funds, all changes will be transferred accordingly.**
2. **Access to this facility will cease, if Eximbank is notified by the relevant authorities that the client company is engaged in “price gouging” activity.**

**Note :- A minimum of two (2) authorized persons must sign this application where the client has two or more authorized signatories.**

|  |  |  |
| --- | --- | --- |
| NAME: | SIGNATURE: | DATE: |
| NAME: | SIGNATURE: | DATE: |

**SECTION D -ADDITIONAL INFORMATION**

**In addition to the above requests, the bank requires a hardcopy of the following information:**

1. **Audited Financial Statements/Accountant's Report for the last three (3) years**
2. **Schedule displaying Sales separated by Local and Foreign for the last three (3) years**
3. **Letter from Primary Bankers confirming USD deposits from foreign buyers for the last year OR USD Bank Statements from the last year with all foreign deposits summarized in excel and totaled**
4. **Confirmed export orders/export plan (applicable for only new businesses)**
5. **Primary Banker’s Reference Letter**
6. **Copy of Company's most recent Annual Returns**
7. **V.A.T Registration**
8. **Company Profile**
9. **Provide listing and copies of two (2) forms of valid photo identification for each majority owner/shareholder of the company (10% ownership or greater)**
10. **Signed Forex Fax Com Agreement (Exim Document)**
11. **Signed Repatriation Letter (Exim Document)**

|  |  |  |
| --- | --- | --- |
| **FOR OFFICIAL USE ONLY** | | |
| REVIEWER : | SIGNATURE : | DATE : |
| RECOMMENDED BY : | SIGNATURE : | DATE : |
| APPROVED BY : | SIGNATURE : | DATE : |
| COMMENTS : | | |