



List of Requirements:

Individual Buyer:

1. Certificate of Employment indicating compensation
2. Latest Income Tax Return
 - a. BIR Form 2316
 - b. BIR Form 1703 (For those with foreign-sourced income)
 - c. BIR Form 1701 (For this with business compensation income)
3. Photocopy of valid ID
4. Photocopy of Marriage Contract (For married applicants)
5. If applicable, Special Power-of-Attorney (notarized by Philippine Consular Office if issued abroad)
6. Tax Identification Number or SSS Number or Passport Number

Corporate Buyer:

1. Original Board Resolution and/or Secretary's Certificate authorizing the purchase and appointing the signatory for the corporation
2. SEC Registration
3. Articles of Incorporation and By-laws
4. Latest Income Tax Return (BIR Form 1702)
5. Latest Audited Financial Statement
6. Photocopy of valid ID of the signatory
7. Community Tax Certificate of the company and signatory
8. Tax Identification Number of the company and signatory