

## **DBP Rehabilitation Support Program on Severe Events (RESPONSE)**

### **Documentary Requirements**

1. DBP Application Form
2. Customer Information File Form with Loan Record Form
3. Financial Statements (Audited/Unaudited) for the latest three (3) years (if applicable)/Relevant Financial Document
4. Authority for the Bank to conduct inquiry and provide credit information to/from credit bureaus and other banks/creditors (DBP form)
5. Board/Sanggunian resolution and/or Secretary's Certificate authorizing the loan, indicating the authorized signatories and authorized person to transact the loan
6. Project details (including detailed cost estimates)
7. For public institutions
  - a. Copy of LGU's Disaster Risk Reduction and Management Plan and budget allocation (for LGUs)
  - b. BLGF Certification on Net Debt Service Cover and Borrowing Capacity (for LGUs)
  - c. MB Opinion (if already available, otherwise Pre-release condition)
8. For private institutions
  - a. Business Registration (from DTI/SEC/CDA)
  - b. Business Permit (from LGU)
  - c. Business/Company profile (including details of subsidiaries and/or affiliates, Board of Directors and management, and Stockholders)
  - d. Latest General Information Sheet
  - e. By-Laws and Articles of Incorporation/cooperation
9. Additional Requirements (if applicable):
  - a. Real Estate Collateral/Security
    - Two copies of Location Plan with Vicinity Map
    - Two copies of TCT/OCT
    - Latest Real Estate Tax Declaration and Tax Receipt
  - b. Chattel Collateral
    - Affidavit of Ownership and Certification of Non-Encumbrance with specifications
    - Suppliers Quotation complete with technical specifications, for machinery and equipment
    - Contract to Sell, for machinery and equipment to be acquired
    - Copy of OR/CR for transportation equipment
  - c. Building rehabilitation
    - Bills of Materials and Cost Estimates
    - Building Plan and Specification
    - Building Permit, to be submitted before construction

Additional documents may be requested by the handling Account Officer.