	<h1 style="text-align: center;">Credit Facilitation</h1> <h2 style="text-align: center;">Policies and Procedures</h2>		Document Number: 2P-GL-12.05
	Department: Global - Sales	Effective Date: October 17, 2018	Revision No 4

Scope

This document covers the policies and procedures in compliance of credit application.

Ownership

The Business Development Manager and/or Sales Manager are responsible to ensure that this documentation is strictly complied and is cascaded to all concerned personnel and that it reflects actual practice.

Policies

1. The Customer shall submit the filled-up Credit Application Form with following documents for the credit line application:

General Requirements:

- Mayor's Permit / Certificate of Registration and Tax Exemption / Certificate of Registration
- BIR Registration (2303)
- Company profile (if available)
- GIS (If any)
- Latest Audited Financial Statements for the last two (2) years duly received by BIR or Statement of Accounts for newly opened companies (if any).


Other Requirements, if needed:

- Latest BOI Registration
- Latest PEZA Registration

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- Other Latest Freeport Zone Authority Registration

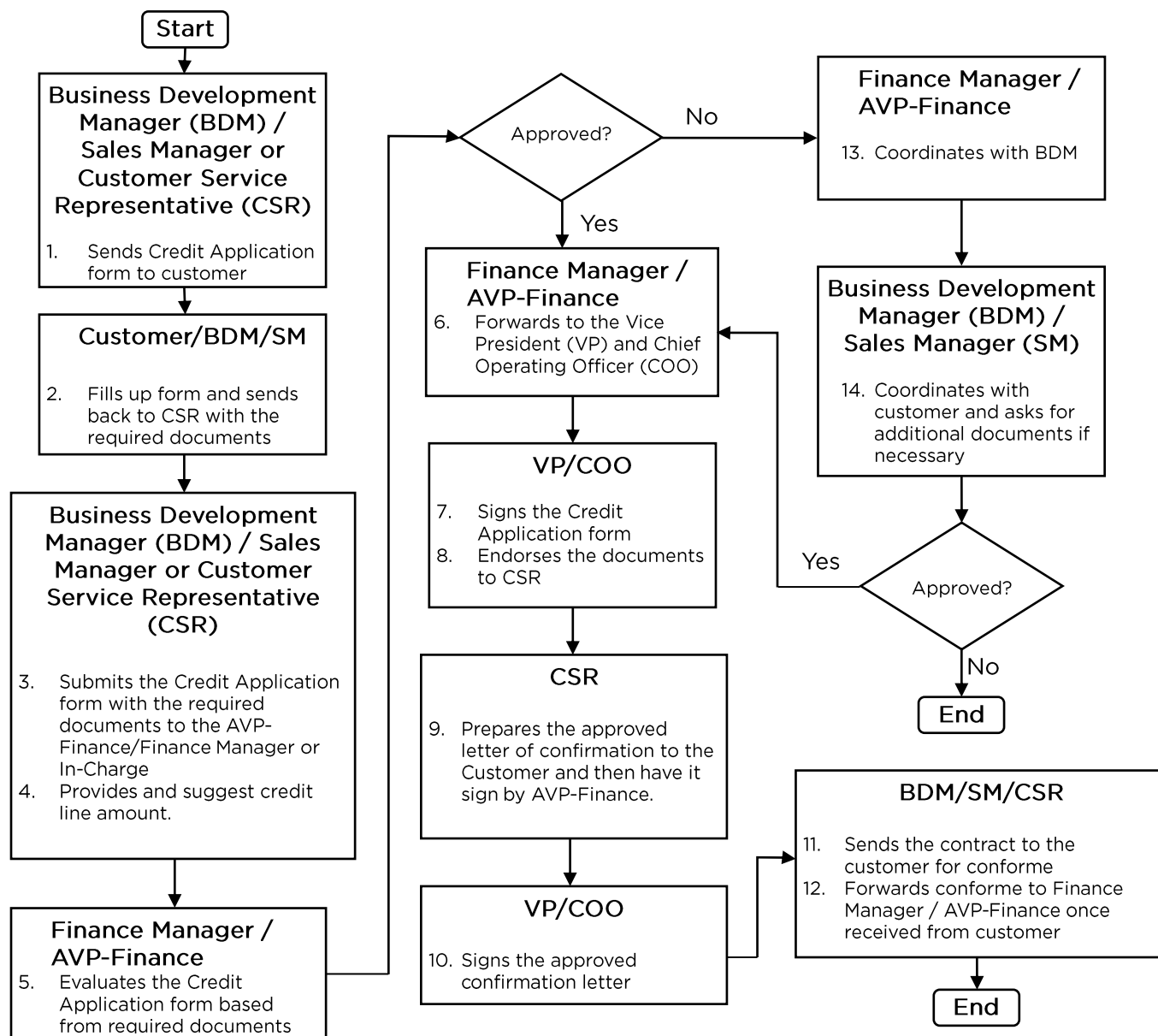
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Procedures



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