



PROJECT APPLICATION FORM

Business Information

Registered name: _____ TIN: _____

Address: _____

Authorized representative: _____

Designation: _____ TIN of authorized representative: _____

Tel. no: _____ Mobile no: _____ e-mail: _____

Legal structure of organization:
[] Cooperative [] Stock Corporation [] Non-stock (NGO, PO)
[] Partnership [] Single Proprietorship [] Other, specify: _____

Registration date: _____

Total Assets: PHP _____ Total Liabilities: PHP _____

Area of Operation: _____

Number of employees: _____ Male _____ Female _____ Total: _____

Application for financial service

Type of financial service: _____ Nature of application: [] New [] Existing

Purpose: _____

Amount requested: PHP _____ Term: _____ months

Payment: [] Monthly [] Bi-monthly [] Quarterly [] Other, specify: _____

Collateral (description): _____ Est. market value: PHP _____

Project classification (pls. indicate product or service)
[] Agriculture, forestry & fishing: _____ [] Financial activities: _____
[] Manufacturing: _____ [] Health & social work: _____
[] Wholesale & retail: _____ [] Other, specify: _____

Documents for submission

- A. LETTER OF INTENT ATTACHED [] Yes
B. BOARD RESOLUTIONS (for corporation or cooperative)
1- Board Resolution for Loan Application including details of amount and purpose [] Yes
2- Board Resolution authorizing representative to transact loan [] Yes
3- ID card with photo & signature of authorized representative [] Yes
C. PROJECT PROPOSAL or BUSINESS PLAN [] Yes
D. COPY OF BUSINESS REGISTRATION
1-a CDA Certificate of Registration, Articles of incorporation & By-laws; or, [] Yes
1-b SEC Certificate of Registration, Articles of incorporation & By-laws; or, [] Yes
1-c DTI certification/registration form & bio-data (for single proprietorship) [] Yes
2- Registration/accreditation with pertinent regulatory agency [] Yes
3- Business permit [] Yes
E. AUDITED FINANCIAL STATEMENTS AND NOTES, 3 YEARS [] Yes
F. LATEST INTERIM FINANCIAL STATEMENTS [] Yes
G. COPY OF PROPOSED LOAN COLLATERAL [] Yes
H. LIST OF OFFICERS (name, designation, address, professional background) [] Yes

Certification

I hereby certify that the above information is true and correct to the best of my knowledge and belief. I hereby authorize FSSI or any of its official representatives to make inquiries on information given herein.

Signature of authorized representative: _____ Date: _____

PROJECT PROPOSAL

I. PROJECT INFORMATION

Project Title	
Project Location	
Name of Proponent	
Contact Person	
Contact details	
Requested amount	
Type of financial service	

II. INTRODUCTION

(Present a brief background and description of the project.)

III. PROJECT SUMMARY

A. PROJECT OBJECTIVE

B. PROJECT OUTPUT & INDICATORS

C. KEY BUSINESS ASPECTS & TARGET

	CURRENT OPERATION	NEW BUSINESS TARGET
PRODUCT	What product or services do you offer at present?	What new product or services will you offer?
CUSTOMER SEGMENTS	Who are your current customers/clients?	Who will be your new/additional target customers?
MARKET CHANNELS	How do you reach or sell to your target clients? (direct selling, through partner distributor)	How will you reach your new target clients?
KEY ACTIVITIES	What are the most important activities in delivering your products and services?	What will be the key activities in delivering your new products and services?
KEY RESOURCES	What are the key requirements in delivering your product or services?	What will be the requirements in delivering your new product or services?
KEY PARTNERS	Who are your key partners – ex., major supplier, major buyer, R&D provider, or investor?	Who will be your new key partners?
COST STRUCTURE	What are your major cost items? (variable cost and fixed cost, direct	What will be your new major cost items?

	CURRENT OPERATION	NEW BUSINESS TARGET
	cost or overhead cost)	
REVENUE STREAMS	What are your major source of revenue? (ex., sales, subscription, franchise fee, rentals)	What will be your new or additional source of revenue?

D. PROJECT BUDGET

ITEM	TOTAL AMOUNT	COUNTERPART	AMOUNT REQUESTED

IV. FINANCIAL PERFORMANCE & TARGET

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A. COMPARATIVE FINANCIAL STATEMENTS & TARGETS (MAJOR HEADINGS)

B. LOAN AGING/CREDIT STATUS (for credit/microfinance)

	PREVIOUS YEARS			TARGET		
	2014	2015	2016	YEAR 1	YEAR 2	YEAR 3
Current loans						
Past due 1-30 days						
Past due 31 to 90 days						
Past due 91 to 180 days						
Past due 181 to 365 days						
Past due over 1 year						
Total loans						
Restructured-current						
Restructured-past due						
Accounts under litigation						
Written-off during period						

C. CREDIT DEALINGS

Creditor	Approved Amount	Int. rate	Date Released	Maturity Date	O/s Balance	Status

V. ENVIRONMENTAL MANAGEMENT

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A. ENVIRONMENTAL COMPLIANCE

(Identify environmental compliance requirement of the project & indicate if complied. Indicate also if the proponent adopted a higher standard.)

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B. ENVIRONMENTAL PRACTICES

(Describe the environmental practice adopted/integrated in the project operation/plan. Provide quantitative indicators on scope of environmental practices, if available.)

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C. ENVIRONMENTAL MANAGEMENT POLICY

(Describe scope of environmental management policy of the proponent, if available.)

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VI. THE PROPONENT

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A. GOVERNANCE

(Compliance to oversight agencies, compliance to registration documents, labor compliance, strategic plan, manuals, gender and development)

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B. MANAGEMENT & STAFFING

(Personnel; accountability)

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C. PARTICIPATION (ownership, employment, livelihood)

(Male/female owners, employed, beneficiaries of livelihoods)

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VII. RISK MANAGEMENT

Identified Risk	Mitigating Measures	Remarks

VIII. LOAN SECURITY

PROPOSED COLLATERAL (description)	MARKET VALUE	REFERENCE