



# PHCCI-MPC

**PERPETUAL HELP MULTI-PURPOSE COOPERATIVE**

Real Street, Tacloban City 6500  
Telephone Nos. 325-9858 Fax No. 325-9707

Name of the Borrower: \_\_\_\_\_ Date Filed: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact No. \_\_\_\_\_

Note: Please attach your loan, savings, and fixed passbook.

- Loan Application Form
  - Borrower's Info
  - Co-Maker's Info
  - Borrower's Signature
  - Spouse's Signature
  - Co-maker's Signature
- Loan Agreement/Promisory Note Form
  - Borrower's Signature
  - Spouse's Signature
  - Co-maker's Signature
  - Witness' Signature
- Appraisal Report
- Cedula and TIN#
- Business Permit
- Pay Slip or Payroll (Husband and Wife)
- Household Income and Expense Summary
- Photocopy of Valid ID of Co-Maker (if not member of the Coop.)

**for Chattel Mortgage**

- Chattel Mortgage Form
  - Borrower's Signature
  - Spouse's Signature
  - Witness' Signature
- Affidavit of Good Faith
  - Signature of Borrower
  - Cedula Info of the Manager
  - Signature of the Manager
  - Cedula Info of the Manager
- Affidavit if Ownership
  - Signature of Borrower
- Price Quotation of the Vehicle
- Update Original OR/CR

**for Real State Mortgage**

- Real Sate Mortgage Form (8 copies)
  - Borrower's Signature
  - Spouse's Signature
  - Witness' Signature
- Certified True Tax Copy of the Title
- 2 copies of Tax Declaration (Lot)
- 2 copies of Tax Declaration (Building)
- 2 copies of Tax Clearance
- Sketch Plan w/ Vicinity Map
- In-House Financial Statement
- Latest Income Tax Return
- Project Cost Estimate
- Building Plan

} Current Year

} for House Construction

**for Self-Employed**

- Brgy. Certification
- Proof of Purchase

**(If first Loan; additional requirements)**

- 1. Credit Investigation Form
- 2. Photocopy of Valid ID's of the Borrower
- 3. Photocopy of Valid ID's of the Co-Maker

**Pre-membership Requirements**

- 1. Photocopy of 2 Valid I.D's
- 2. Brgy. Clearance
- 3. 2 pcs. 2x2 I.D. pictures
- 4. Proof of Billing

Remarks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Received by: \_\_\_\_\_

Confirmed by: \_\_\_\_\_

Date: \_\_\_\_\_

Signature over Printed Name

**To verify loan status please call 341-6784**