

Date (MM/DD/YY) \_\_\_\_\_

INITIAL  UPDATING

**General Information**

First Name	Middle Name	Last Name
Gender (M/F)	Date of Birth (MM/DD/YY)	Place of Birth
Nationality	Citizenship (If dual, indicate both citizenship)	Country of Birth
Mother's Maiden Name	Marital Status	Name of Spouse (If Married)
Highest Educational Attainment	Tax Identification No. (TIN)	ID No. - SSS/GSIS/Passport/ACR No.

Registered Address  
 Number Street District/Town/Brgy. City/Province Zip Code Phone No(s) Fax No.

Permanent Address (Please fill up if different from Present Address)  
 Number Street District/Town/Brgy. City/Province Zip Code Phone No(s) Fax No.

Business Address  
 Number Street District/Town/Brgy. City/Province Zip Code Phone No(s) Fax No.

US Address  
 Number Street City/State Zip Code Phone No(s) Fax No.

Mailing Address  PRESENT ADDRESS  BUSINESS ADDRESS  PERMANENT ADDRESS  US ADDRESS  
 US TIN (for US Citizens)

Did you stay in the US for a total of 183 days within 3 years or for 31 days or more in the current calendar year?  YES If yes, period/date of stay \_\_\_\_\_  NO

**Financial Information**

Employment Status	Employer/Business
Position/Designation	Nature of Employer's/Your Business

Source of Funds Gross Annual Income  
 Up to 1,000,000  5,000,001 - 10,000,000  Above 20,000,000  
 1,000,001 - 5,000,000  10,000,001 - 20,000,000

Other Banks and Credit Cards Bank Name Products Availed Amount	Home Ownership
	No. Of Credit Cards
	No. of Cars Owned

**Client Acknowledgement**

I/We hereby affirm that all information herein stated and those appearing in accompanying attachments (if any) are true and correct and hereby authorizes RCBC Leasing and Finance Corporation to verify such information as it may require. I/We hereto agree to notify you in writing of any change in the information supplied in this form.

\_\_\_\_\_  
Print Name, Sign, and Date

**FOR RCBC LEASING'S USE ONLY**

Business Unit	Client ID	Group ID
Industry BSP Eco Act	PSIC Code	

**Identification / Documents Presented**

Document	Reference/ID Number	Date of Issue	Expiry Date

**Relationship Details**

RCBC Leasing Relationship:  NON-DOSRI  DOSRI If DOSRI, what position: \_\_\_\_\_  
 How Obtained:  WALK-IN  REFERRED BY: \_\_\_\_\_  SOLICITED BY: \_\_\_\_\_  
 Relationship Start Date: \_\_\_\_\_ Relationship Officer: \_\_\_\_\_

**DATA PRIVACY CONSENT**

In accordance with the Data Privacy Act (DPA) of 2012, its Implementing Rules and Regulations (IRR), issuances of the National Privacy Commission (NPC), and other relevant laws of the Philippines, I am allowing RCBC Leasing and Finance Corporation/RCBC Rental Corporation (RLFC/RRC) to collect, generate, use, process, store, and retain my personal and sensitive personal information<sup>1</sup> so that RLFC/RRC can provide its services in relation to its financing services.

As such, I agree and authorize RLFC/RRC to:

1. Use and process my personal and other information and my company's/business' information as disclosed in my Customer Information Sheet and other submitted documents in order to process my loan application/availability/transaction and administer the same.
2. Retain my information for a minimum period of five (5) years from the date of full payment/completion/termination of the contract, unless a longer retention period is provided for by law or government rules and regulations. I agree that my information will be deleted/destroyed after this period.
3. Share my personal and account information with Philippine government regulatory agencies as required by law and regulations, the US IRS, credit information or investigation companies, financial institutions, credit bureaus, consumer reporting or reference agencies such as the Bankers Association of the Philippines, the Credit Information Corporation, and the Credit Management Association of the Philippines for the purpose of AML monitoring and reporting, credit investigation, consumer reporting, or for reports of my credit history and account updates.
4. Share my personal and account information to other YGC companies, the RCBC Group of companies, subsidiaries, affiliates, necessary third parties, and their duly-authorized representatives for any legitimate business purpose, including but not limited to the provision of any product related to my account/s as well as statistical and risk analysis processes. I am assured that security systems and data sharing agreements are employed to protect my information.
5. Inform me of future customer campaigns and base its offer using the personal and sensitive personal information that I shared with the company.

I also acknowledge and warrant that I have acquired the consent from all parties relevant to this consent and hold free and harmless and indemnify RLFC/RRC from any complaint, suit, or damages which any party may file or claim in relation to my consent.

<sup>1</sup> Includes, but not limited to, the following: full legal name, gender, date of birth, nationality, civil status, permanent address, present address, tax identification number and other government-issued identification numbers, mobile number, home number, office contact details, company name, job position or rank, office address, source of funds, gross annual income, among others

Signed this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at \_\_\_\_\_ City.

\_\_\_\_\_  
Client's Printed Name and Signature

Date (MM/DD/YY) \_\_\_\_\_

INITIAL  UPDATING

**Credit Facility**

Type of Credit Facility	Credit Amount and Terms
	Description of Collateral
Purpose of Credit Facility	Source of Repayment

**General Information**

Registered Name		Date of Registration
Trade Name		Date of Initial Operation/Incorporation
Nature/Line of Business	Type of Business Organization	Country of Incorporation/Organization
Registered Address		
No./Building/Street	Barangay	City/Province
		Zip Code
		Phone No(s).
		Fax No.
Office Address		
No./Building/Street	Barangay	City/Province
		Zip Code
		Phone No(s).
		Fax No.
US Address		
No./Building/Street	City/State	Zip Code
		Phone No(s).
		Fax No.
Mailing Address		PEZA Registered
<input type="radio"/> Registered Address	<input type="radio"/> Office Address	<input type="radio"/> YES <input type="radio"/> NO
<input type="radio"/> US Address		
FACTA Registered (Y/N) (For Financial Entity)	US TIN (Y/N) (if applicable)	GIIN (For Participating Foreign Financial Entity)
Business Email Address	Tax Identification No. (TIN)	SSS/GSIS No.
Association/Club/Organization (If Any)	Number of Branch(es)/Location	Number of Employees: _____
		Manpower Unionized: <input type="radio"/> YES <input type="radio"/> NO

Operating Facilities (such as land, warehouse, plant site, vehicles, heavy equipment, machineries, etc. Please use separate sheet when necessary):

**Ownership and Management (Please fill up separate Client Information Sheet for each Principals)**

PRINCIPAL STOCKHOLDERS (OWNING AT LEAST 20%)/PARTNERS/MEMBERS (For Juridical Entities):

Client ID	Name	Director (Y/N)	Officer (Y/N)	Nationality	Paid-up Capital	% Ownership

OWNERS/DIRECTORS/SENIOR OFFICERS:

Client ID	Name	Position	Contact No.	No. of Years in the Company	Signatory (Y/N)

**Related Company/Subsidiary**

Relationship	Name of Company	% Ownership	Amount of Investment	Asset Size (As of _____)

**Business References**

**DEPOSITORY BANK:**

Name of Bank	Bank Branch	Type of Account	Account No.	Contact Person/Tel. No.

**CREDITORS:**

Name of Bank/ FI	Type of Facility	Approved Credit Line	Outstanding Balance (As of )	Contact Person/Tel. No.

**SUPPLIERS (Give at least 3 Suppliers):**

Name of Supplier	Product Services	Average Transaction/ Terms	Address	Contact Person/Tel. No.

**CUSTOMERS (Give at least 3 Customers):**

Name of Customer	Products Services	Average Transaction/Credit Terms	Address	Contact Person/Tel. No.

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I/We further authorize RCBC Leasing and Finance Corp., its successors, assigns, agents, and/or employees, to process the personal information that I/We have freely and voluntarily provided, including disclosures to industry-recognized credit bureaus and government regulatory bodies; as contained in the Data Privacy Notice that I/We received.

\_\_\_\_\_  
Print Name, Sign, and Date

**FOR RCBC LEASING'S USE ONLY**

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**Documents Submitted**

- |   |  |  |
|---|--|--|
| <b>Company Documents</b><br><input type="checkbox"/> Company Profile<br><input type="checkbox"/> Profile of Owners/Stockholders/Partners/Key Officers   | <b>Sole Proprietorship</b><br><input type="checkbox"/> Mayor's Business Permit<br><input type="checkbox"/> DTI Certificate for Registration  | <b>Money Changers / Foreign Exchange Dealers / Remittance Agents</b><br><input type="checkbox"/> BSP Certificate of Registration<br><input type="checkbox"/> Mayor's Permit<br><b>Exception Remarks:</b> |
| <b>Income Documents</b><br><input type="checkbox"/> Latest 3 Years Audited Financial Statements<br><input type="checkbox"/> Latest 3 Years Income Tax Returns<br><input type="checkbox"/> Latest Interim Financial Statements<br><input type="checkbox"/> Latest 6 Months Bank Statements | <b>Partnership/Corporation/Others</b><br><input type="checkbox"/> Certificate of Registration/Organization<br><input type="checkbox"/> Articles of Co-Partnership/Incorporation<br><input type="checkbox"/> By-Laws<br><input type="checkbox"/> List of Directors/Trustees Officers/Latest GIS |  |

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Relationship Start Date: \_\_\_\_\_ Relationship Officer: \_\_\_\_\_