



# **Citizen's Charter**

*15 August 2018*

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## **I. Institutional Thrust**

### **Mission**

We are a sovereign guarantor extending primarily guarantee and related services to business entities in order to develop the Nation's export industry and facilitate investment in strategic sectors of the economy.

### **Vision**

By 2020, TIDCORP shall be the preferred credit guarantee institution performing its role as the lead agency for guarantee finance with end in view of facilitating international trade and investments responsive to the developmental needs of the country.

### **Corporate Values**

- Integrity
- Professionalism
- Good Governance
- Innovation
- Teamwork

## **II. Corporate Objectives/Functions**

Under Republic Act No. 8494, TIDCORP shall have the following expanded functions:

1. To promote and facilitate the entry of foreign loans into the country for development purposes having special regard to the needs of export-oriented industries, industries registered with the Board of Investments, public utilities, and industries the promotion of which is encouraged by government policy;
2. To guarantee loans granted by Philippine banking and financial institutions to qualified exporters, producers of export products, and contractors with approved service contracts abroad;
3. To facilitate and assist in the implementation of approved service contracts abroad entered into by Philippine entities, enterprises, or corporations with foreign exchange earning potentials, by providing counter-guarantees to Philippine banks and financial institutions issuing stand-by Letters of Credit or of Letters of Guarantee for the performance of said service contracts;
4. To meet requests from domestic entities, enterprises, and corporations to assist them in the coordination of their development and expansion plans with a view to achieving better utilization of their resources;

5. To provide technical assistance in the preparation, financing and execution of development or expansion programs, including the formulation of specific project proposals; and
6. To undertake such actions that are consistent with the primary purposes of the corporation.

### III. Financing Programs

#### 1. Guarantee Program for SMEs

Guarantees on short-term loans to persons or entities licensed to engage in export-oriented activities, as well as in activities which, in the determination of TIDCORP, promote and develop the capital goods and import substitution industries.

#### 2. Guarantee Program for Large Accounts

- Guarantees on loans to direct and indirect exporters;
- Promote and facilitate the entry of foreign loans into the country for development purposes having special regard to the needs of export-oriented industries, industries registered with the Board of Investments, public utilities, and industries the promotion of which is encouraged by government policy;
- Guarantees on Investments (Equity or Debt)

#### 3. Portfolio Guarantee Program for SMEs

Expand the business capability of any financial institution's B-BBB rated SME portfolio by means of utilizing the sovereign rating, zero-risk weight feature and capital leveraging advantage of TIDCORP.

### IV. Guarantee Programs Features

<b>Guarantee Program for SMEs</b>	
<b>Program</b>	Guarantees on short term loans to direct and indirect exporters, firms involved in priority projects of the National Government and import substitution industries
<b>Purpose of the Loan</b>	Working capital, such as but not limited to: <ul style="list-style-type: none"> <li>• Receivables financing</li> <li>• Inventory financing</li> <li>• Supplier's credit whether domestic or imported</li> <li>• Discounting of drafts drawn against buyers</li> </ul>
<b>Program Features:</b>	
Guarantee Coverage	Up to 90% of the principal of the approved loan
Eligible Borrowers	Any entity, enterprise or corporation organized or licensed to engage in business in the Philippines
Business Experience	Profitable operations for the last two (2) years

Debt to Equity Ratio	4 : 1 maximum (after financing)
Minimum Networth	P500,000
Loan Amount	Up to P20 Million or its equivalents in US Dollars
Term/Maturity	180 days PN extendible provided that shipment date and/or expiry of LC/CPO is extended but not beyond 360 days
Collateral	REM/ChM and/or other acceptable collaterals
Application Fee	P10,000 plus GRT, payable up-front upon application (non-refundable)
Processing Fee	1/4 of 1% of the guaranteed amount plus GRT, payable upon receipt of Notice of Approval
Guarantee Fee	Maximum of 2.5% per annum plus GRT
Amendment or Extension Fee	P5,000 plus GRT per amendment or extension
Out-of-Pocket Expenses	For account of the applicant/funder as billed
Taxes	Applicable taxes for account of the borrower

<b>Portfolio Guarantee Program for SMEs</b>	
<b>Program</b>	To optimize on the capital leveraging advantage of TIDCORP, benefiting the SME portfolio of banks.
<b>Coverage</b>	SME industries with SME size based on Magna Carta definition
<b>Program Features:</b>	
Term	One (1) year
Availability	SME loan portfolio only
Eligible Sectors	Export Trade Capital Goods Manufacturing Import Substitution (with at least 50% local component)
Portfolio Requirement	P50 Million to P300 Million (at least 5 accounts in a portfolio)
Interest Rate	Bank-prevailing lending rate
Guarantee Cover	Up to 90% of principal only
Portfolio Credit Rating	Range of B-BBB
Portfolio Review	Every Anniversary date
Application Fee	P30,000 non-refundable but deductible from processing fee
Processing Fee	1/8 of 1% based on amount applied (payable upon approval)
Guarantee Fee	1.5% to 2.5% per annum based on Portfolio Credit Scoring (payable upfront)
Amendment Fee	P5,000 per amendment
Gross Receipt Tax (GRT)	For the account of the bank
Nature of the Guarantee	Ordinary Guarantee, No waiver of the right of excussion

<b>Guarantee Program for Large Accounts</b>	
<b>Program</b>	<ul style="list-style-type: none"> <li>• Guarantees on loans to direct and indirect exporters, firms involved in priority projects of the National Government and import substitution industries</li> <li>• Guarantees on investments</li> </ul>
<b>Purpose of the Loan</b>	<ul style="list-style-type: none"> <li>• CAPEX inclusive of land acquisition</li> <li>• Working capital</li> <li>• Project Financing</li> </ul>

<b>Program Features:</b>	
Guarantee Coverage	Up to 90% of the principal of the approved loan
Eligible Borrowers	Any entity, enterprise or corporation organized or licensed to engage business in the Philippines
Debt to Equity Ratio	3 : 1 maximum (after financing)
Exposure Limit	Maximum: Single Borrower's Limit
Term	Fixed or Revolving Short Term : up to 1 year Medium Term : more than 1 year up to 3 years Long Term : more than 3 years
Collateral	Project assets and other acceptable collaterals
Application Fee	P100,000 plus GRT, payable up-front upon application (non-refundable)
Processing Fee	1/8 of 1% of the guaranteed amount plus GRT, payable upon receipt of Notice of Approval
Guarantee Fee	Maximum of 2.5% per annum plus GRT
Amendment or Extension Fee	P5,000 plus GRT per amendment or extension
Out-of-Pocket Expenses	For account of the applicant/funder as billed
Taxes	Applicable taxes for account of the borrower

## V. Checklist of Requirements

### 1. Initial Process

- a. Formal letter of application indicating the amount of guarantee applied for.
- b. Upfront Application fee: P100,000.00 for Large Account; P10,500.00 for SME; plus GRT (non-refundable)
- c. Business Plan/Info Memo (Feasibility Study) and Company Profile.
- d. Audited Financial Statements for the past three (3) years, including interim statements for the succeeding semester and ITRs. The statements must be accompanied with supporting schedules and notes to financial statements.
- e. List of Assets offered as security, indicating acquisition cost, date of acquisition and net book value, complete with description and specification in addition to the assets to be financed by the Loan.
- f. Duly signed "Business Information Sheet" with "Annexes" to be accomplished by each individual applicant (ex. sole proprietor), each partner, and in the case of corporations, by each principal and senior officer/s.
- g. Copy of contracts, agreements (e.g. marketing or management contracts, loan agreements, etc.).

## 2. Evaluation Process

- a. Board Resolution authorizing the filing of the guarantee application and designating the person/s authorized to file and/or to sign any documents pertaining to the company's application with TIDCORP.
- b. Copy of Articles of Incorporation and By-Laws of the company together with amendments thereto, if any, as certified by the Securities and Exchange Commission (SEC) with GIS and Biographical Data
- c. Updated list of the following, as certified under oath by the Corporate Secretary:
  - Stockholders of the company, as of date of application to include name, nationality, number of shares subscribed and amount paid on subscription;
  - Executive Officers and Directors of the company, indicate if full – or part-time with the company.
- d. Bank approval in principle or commitment to extend loan and the indicative terms and conditions of the loan and Certificate of Complete Borrowings.
- e. SEC approval of Investment Certificates (if un-issued, status and copy of application).
- f. Status of different projects of the company.
- g. Certificate of No Default and Authority to Conduct Checking.

## 3. Pre-Issuance/Pre-Disbursement Process

- a. BSP approval/authority for TIDCORP to issue the required guarantee in foreign currency.
- b. Copy of the Environment Compliance Certificate covering the project (if un-issued, its status and copy of application with the DENR), if applicable.
- c. Processing fee of 1/8% of 1% of the guaranteed portion of the loan once approved.
- d. Guarantee fee. Depending on the risk complexity of the project, ranges from 1.5% to 2.5% per annum of the guaranteed amount, payable upon issuance of the guarantee and subsequently on each anniversary date based on the outstanding amount guaranteed.

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\* may vary and require additional documents depending on the nature of the company/project/mode of financing

**VI. How to Avail the Guarantee Programs**

Step	Activity to be Taken		Office/ Person Responsible	Duration of Activity (with Complete Documents)
	Client	Service Unit		
<b>1</b>	Submission of Guarantee Application Letter and complete documentary requirements	<p>Review the completeness of submitted documents against documentary requirements</p> <p>Prepare Acknowledgment Letter of Guarantee Application and submitted documents; if incomplete, include submission of additional/lacking documents</p> <p>Secure from Technology and Systems Department (TSD) Client ID Number</p> <p>Request from Treasury Operations Department (TOD) for the issuance of Statement of Account (SOA) for Application Fee</p>	Account Officer	<b>1 day</b>
<b>2</b>	Payment of Application Fee	<p>Receive payment of Application Fee</p> <p>Enroll account in the CLS</p> <p>Request TOD for the issuance of Official Receipt (OR)</p>	Account Officer	
<b>3</b>		<p>Request Credit and Monitoring Department (CMD) for the following:</p> <ul style="list-style-type: none"> <li>• Credit Investigation</li> <li>• Appraisal (as applicable)</li> <li>• Financial Spreadsheet (for existing companies)</li> <li>• Cost validation (if applicable)</li> </ul>	Account Officer	<b>1 day</b>

<p><b>4</b></p>		<p>Coordinate with applicant a site visit and inspection.</p> <p>Conduct site visit and inspection</p> <p>Gather relevant information related to the account/project being evaluated</p> <p>Upon receipt of reports from CMD and those from the Applicant, conduct initial review.</p> <p>Confer with the client of the initial findings/results of the data/report/information gathered if further actions/submissions are required to address any detected area of concern</p> <p>Determine completeness of documentary requirements</p> <p>Evaluate and determine creditworthiness of the project</p>	<p>Account Officer</p>	<p><b>30 days</b></p>
<p><b>5</b></p>		<p>Prepare Credit Approval Memorandum (CAM), if project is found creditworthy. Forward the said CAM to the Department Head for review.</p> <p>Review the CAM, if found to be in order, submit to the Group Head</p> <p>Review endorsed CAM and if found to be in order, submit to the PCEO for approval/endorsement to Credit Committee (CRECOM)</p>	<p>Account Officer</p> <p>Department Head</p> <p>Group Head</p>	<p><b>10 days</b></p>

6		Clearance from PCEO to present account to CRECOM	Group Head	<b>2 days</b>
7		If endorsed by PCEO, reproduce the required number of copies for submission to Office of the Corporate Secretary (OCS)	Account Assistant	<b>1 day</b>

**TOTAL                    45 days**

**VII. Data Protection**

TIDCORP ensures the protection of personal data and other information provided by its business clients.

Any information, data, records or documents relating to the condition or business of the Corporation or of any insured person, firm, association or corporation are considered confidential in nature. Any member of the Board, officer or employee of the Corporation who shall, directly or indirectly, reveal such confidential information to any third party, except to an export credit agency or upon order of competent court, shall be liable for any financial loss suffered by the Corporation as a result thereof, without prejudice to any criminal liability.

Any of the foregoing persons who may be found guilty of gross negligence in the performance of his duties resulting in a financial loss to the Corporation or the insured, shall be liable for such loss.

**VIII.No Gift Policy**

TIDCORP hereby adopts the “NO GIFT POLICY” to reinforce its commitment of adhering to highest ethical standards and best practices of professional conduct in terms of soliciting or accepting of gifts under its own Code of Ethics and Business Conduct. All TIDCORP officials and employees are directed to strictly observe this NO GIFT POLICY.

**1. Basis**

- a. Section 27, Article II of the constitution states that – “The state shall maintain honesty and integrity in the public service and

take positive and effective measures against graft and corruption.”

- b. Section I, Article XI of the constitution provides that – “Public Office is a public trust, Public officers and employees must at all times be accountable to the people, serve them with utmost responsibility, integrity, loyalty, and efficiency, act with patriotism and justice, and lead modest lives.”
- c. Section I of the Anti-Graft and Corrupt Practices Act (Republic Act No. 3019), states that – “It is the policy of the Philippine Government, in line with the principle that a public office is a public trust, to repress certain acts of public officers and private person alike which constitute graft and corrupt practices or which may lead thereto.”
- d. Section 7 (d) of Code of Conduct and Ethical Standards for Public Official and employees (Republic Act No. 6713), provides that – “It is the policy of the state to promote a high standard of ethics in public service, Public official and employees shall at all times be accountable to the people and shall discharge their duties with utmost responsibility, integrity, competence, and loyalty, act with patriotism and justice, lead modest lives, and uphold public interest over personal interest.”
- e. Section 6.4 of the TIDCORP Code of Ethics and Business Conduct which prohibits solicitation or acceptance of gifts, among others, by TIDCORP officials and employees in the course of their official duties or in connection with any transaction which may be affected by the functions of their office.
- f. Section 29 of the Code of Corporate Governance for GOCCs mandates all Governing Boards of Government-Owned and Controlled Corporations (GOCCs) to adopt a “No Gift Policy” and ensure its full advertisement and strict implementation within the organization.

## **2. Coverage**

This policy shall apply to the Board of Directors, officers and employees including contractual employees and consultants of TIDCORP.

## **3. No Gift Policy**

All TIDCORP officials and employees shall not solicit, demand or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from any person, whether natural or juridical, at any time, on or off the work premises, in the course of their official duties or in connection with any operation being regulated

by, or any transaction which may be affected by the functions of their office, including, but not limited to those gifts given to influence the decisions or actions of officials or employees, or create the semblance or appearance of a conflict of interest or serve as a motivation or part of an agreement to favor or do anything in return.

#### **4. Exceptions**

The following are exempted from the prohibition under this Policy:

- a. Unsolicited gift of nominal or insignificant value not given in anticipation of, or in exchange for, a favor from an official or employee or given after the transaction is completed or service is rendered. As to what is a gift of nominal value will depend on the circumstances of each case taking into account the salary of the official or employee, the frequency or the infrequency of the giving, the expectation of benefits, and other similar factors.
- b. Honoraria given as speaker or resource person in seminars when such honoraria are authorized under existing laws or rules and regulations and subject to compliance with the prescribed requirements.
- c. Official, business or working breakfast, lunch or dinner with clients or other stakeholders of TIDCORP, if such are unavoidable in the course of official duties and transactions.
- d. Acceptance and retention of certificates, plaques, cards, thank you notes, or other written form of souvenirs or mark of courtesy.
- e. Acceptance of seminar bags and contents (writing/memo pad, pen, key chain, etc.), and partaking of moderately priced meals and beverages that officials and employees obtain at events, such as conferences and seminars, and which are offered equally to all members of the public attending the event.
- f. Acceptance of books, pamphlets, publications, and data and other information or reading materials that are directly useful to the TIDCORP in the performance of its mandates, objectives and which books and other materials are given by individuals or organization that have no pending business with TIDCORP as to create an actual or potential conflict of interest.
- g. A gift from a member of his family or relative on the occasion of a family celebration, and without any expectation of pecuniary gain or benefits.

“Family of public officials and employees means their spouses and unmarried children under eighteen (18) years of age. Relative refers to any person related to the official or employee within the fourth civil degree of consanguinity or affinity, including “bilas, inso or balae.”

- h. Acceptance by TIDCORP officials and employees of scholarship or fellowship grant, travel grants, or expense for travel taking place within or outside of the Philippines (such as allowances, transportation, food and lodging) of more than nominal value, if such acceptance is appropriate and consistent with the interest of the Government, and permitted by the President and CEO (by virtue of his authority delegated by the Chairperson) of TIDCORP.
- i. Acceptance or availment by TIDCORP of grants from local or foreign institutions in the pursuit of the mandates, projects and activities, such as those coming from ADB, World Bank, UN, USAID, etc., provided that the availment thereof shall be strictly in compliance with the applicable procurement laws, rules and regulations.
- j. Donations or grants coming from government entities or private organizations, whether local or foreign, which are considered and accepted as humanitarian and altruistic in purpose and mission.

## **5. Requirement to Inform**

The TIDCORP officials and employees are required to formally inform any individual or organization with any actual or potential business with TIDCORP of this “NO GIFT POLICY”, the reasons the TIDCORP has adopted this Policy, and request that such individual or organization respect such Policy.

All contracts entered into by TIDCORP shall incorporate a provision adopting this Policy.

## **6. Return and Acknowledgement of Gift**

- a. If a TIDCORP official or employee receives a gift covered by this Policy:
  - i. If possible, the gift shall be immediately and politely declined. The official or employee shall formally report to the Office of the President and CEO within two (2) days from the incident the fact of the gift-giving attempt and/or the gift immediately and politely declined.

- ii. if not possible, or it is inappropriate or impractical, to return the gift, e.g. aperishable item, the gift shall be forwarded to the Office of the President and CEO, listed in the gift registry maintained by the Office of the President and CEO, and donated to an appropriate charitable institution or social welfare institution in whichcase, the latter's acknowledgement or delivery receipt is considered sufficient proof. An acknowledgement letter shall be sent to the donor informing them of the "NO GIFT POLICY" and that gift has been returned or donated to an appropriate charitable institution or social welfare institution (with attached acknowledgement or delivery receipt from the recipient institution or beneficiary).

#### **7. Written Exemption**

Any other exception to this "NO GIFT POLICY" may be made only with the written permission of the President and CEO of TIDCORP.

#### **8. Monitoring**

The Office of the President and CEO and the Corporate Governance Office shall Policy. A report on the gift registry, gifts received and donated or no gift has been received shall be included in the quarterly Compliance/Corporate Governance Report.

#### **9. Posting of the No Gift Policy**

This Policy shall be posted in the TIDCORP website, in conspicuous areas of all the offices of TIDCORP.

#### **10. Penalty**

Any violation of this Policy is subject to administrative sanction under Civil Service Laws and Rules and other applicable laws, rules and regulations. This Policy is considered a supplement to laws, rules and regulations pertaining to solicitation and acceptance of gifts.

### **IX. Complaints & Redress Mechanism (Whistle Blowing Policy)**

TIDCORP embraces complaints as opportunities to improve efficiency and quality of services delivery. TIDCORP also views complaints as opportunities to increase goodwill and respect from citizens it serves.

Any individual, employee, group, entity, or other party affected or likely to be affected by TIDCORP's policies and initiatives can file a complaint. If a

complaint is made on behalf of another party, that group should be identified and evidence of authority to represent that group should be provided.

### **Reporting Channels**

Complaints can be filed through the following dedicated reporting channels:

1. Web-site - <http://www.TIDCORP.gov.ph/>,
2. E-mail - "Contact us" portion of the TIDCORP home page
3. Mail - **Office of the President and CEO**  
**17/F Citibank Tower, Valero St., Makati City, 1226**
4. Telephone - (632) 848-1925
5. Fax - (632) 848 1925

The complaint need not follow a specific format. However, it helps to speed up the process if the following details are provided:

- Name, address, telephone number, fax number, and e-mail address of the complainant:
- Background information on the complaint, including the names of any party that the complaint has dealt with in an attempt to resolve the issue or raise the concerns;
- A clear statement outlining the complainant's opinion of the possible effects of the problem;
- The complainant's opinion on the desired result or outcome of an investigation; and
- What has been done to solve the problem, if any, including any previous contact with TIDCORP.

### **Anonymous Reporting**

The Agency shall accept reports made anonymously. The complainant/whistleblower who files a report anonymously may choose to provide a manner by which he/she can be contacted without jeopardizing his anonymity. Acceptable means shall include, but it is not limited to using the e-mail, a landline call or pre-paid mobile number, and the like.

Anonymous reporting is limited to the identity of the complainant/whistleblower. The full names, positions and the alleged violations,

actions and/or omission must be clearly identified, together with the law, rule and regulations being violated.

The Agency will acknowledge receipt of the complaint within three (3) business days and determine whether such complaint falls within the mandate. Complaints accepted are registered in a database and given an identification number to help ensure that it is dealt with in a timely manner.

All complaints received by the Office shall be reported to the Corporate Governance Committee (CGC). If the CGC decides to reject the complaint, the complainant will be notified accordingly. In case the person involved in the complaint is the President/CEO, the complaint shall be reported directly to the Board of Directors.

In resolving complaints, the Agency will emphasize on problem-solving methods such as facilitation, mediation and negotiation. Depending on the nature of the complaint and the assessment, they may proceed to resolve the complaint through the promotion of dialogue, dispute resolution, compliance audit or any other appropriate method. When necessary, the Head of Agency will direct the responsible office/unit to oversee the conduct of a detailed investigation.

The CGC may conclude or close a complaint at anytime if a satisfactory resolution has been reached or when it is felt that further investigation or problem-solving techniques will not be productive. The complainant will be advised in writing if this decision has been made.

As part of the resolution, the CGC will include a process for follow-up monitoring and review. The CGC can request the assistance of any official or employee of TIDCORP to help ensure that effective monitoring and follow-up are done accordingly.

### **Confidentiality**

Communication with parties during the course of the resolution process will be treated as privileged. The same constraints apply when confidential business information is received during investigations.

### **Protection of a Complainant/Whistleblower**

Retaliation actions against a complainant/whistleblower will be taken cognizance by the CGC if the complainant/whistleblower is made in good faith,

and the CGC shall extend all possible assistance to the complainant/whistleblower under the law and given the circumstances.

## X. TIDCORP Directory

### MAIN OFFICE

#### Office of the Corporate Secretary

**ATTY. DYNAH GLADY G. NEPOMUCENO-BAYOT**

Senior Vice President & Corporate Secretary

☎ 885-4712

✉ [dgnepomuceno@philexim.gov.ph](mailto:dgnepomuceno@philexim.gov.ph)

#### Internal Audit Office

**LIEZL E. PANGAN**

Vice President

☎ 885-4715

✉ [lepangan@philexim.gov.ph](mailto:lepangan@philexim.gov.ph)

#### Office of the President

**EMMANUEL G. HERBOSA**

President & CEO

☎ 885-4700

✉ [egherbosa@philexim.gov.ph](mailto:egherbosa@philexim.gov.ph)

#### Strategy and Development Sector & Chief of Staff

**IAN A. BRIONES**

First Senior Vice President & Chief of Staff

☎ 885-4713

✉ [iabriones@philexim.gov.ph](mailto:iabriones@philexim.gov.ph)

#### Finance and Information Management Sector

**MARILOU A. MEDINA**

First Senior Vice President

☎ 885-4705

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#### Office of the Board Chairman

**RICHARD S.T. UY**

Vice President

✉ [richardstuy@philexim.gov.ph](mailto:richardstuy@philexim.gov.ph)

#### Risk Management Office & Revenue Center 3 Business Revenue Group

**EVANGELINE MAURA Q. GOTANGCO**

Vice President

☎ 885-4718

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#### Corporate Governance Office

**ESTRELLITA N. TESORO**

Vice President

☎ 885-4703

✉ [emtesoro@philexim.gov.ph](mailto:emtesoro@philexim.gov.ph)

#### Corporate Resources Group Legal and Asset Management Sector

**ATTY. ISABELO G. GUMARU**

First Senior Vice President & Chief Legal Counsel

☎ 885-4719

✉ [iggumaru@philexim.gov.ph](mailto:iggumaru@philexim.gov.ph)

#### Treasury and Loan Operations & Technology and Systems Department

**ARSENIO C. DE GUZMAN**

Vice President

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**Finance Services and Budget Department**

**MILDRED B. FLORES**

Vice President

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**Credit and Monitoring Department**

**MILDRED S. VIRAY**

Vice President

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**Corporate Planning & Communications  
Department & Administration Unit**

**MILAGROS M. BAET**

Vice President

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**Business Revenue Group I**

**Revenue Center 1**

**EMMANUEL R. TORRES**

First Senior Vice President

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**Revenue Center 2**

**ROVI M. PERALTA**

Vice President

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✉ [rperalta@philexim.gov.ph](mailto:rperalta@philexim.gov.ph)

**Business Revenue Group II**

**Revenue Center 4**

**CELSO R. GUTIERREZ**

First Senior Vice President

☎ 885-4710

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**Revenue Center 5**

**EDUARDO S. ANGELES**

Vice President

☎ 885-4714

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**Revenue Center 6**

**JULITA LEAH M. GARCIA**

Vice President

☎ 885-4725

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**CEBU BUSINESS CENTER**

☎ Unit 904B 9<sup>th</sup> Floor, KeppelCenter,  
CebuBusinessPark, CebuCity

☎ (032)233-0469

**XI. Annexes**

**ANNEX 1**

**BUSINESS INFORMATION SHEET**

**INSTRUCTIONS**

1. Please print all entries. Do not leave boxes blank. Put 'NA' if the information asked is not applicable
2. The required number of Annexes must be attached to complete this document.

**1. GENERAL COMPANY/ BUSINESS INFORMATION**

<b>Company Business Name:</b>		<b>TIN:</b>	
<b>Office Address:</b>			
<b>Tel Nos:</b>		<b>Fax No:</b>	
<b>Website</b>		<b>Email:</b>	
<b>Plant Address:</b>			

**2. NATURE OF BUSINESS**

<b>Manufacturing</b>		<b>Trading</b>		<b>Services</b>		<b>Others, pls Specify:</b>	
<b>Specific Product Line</b>					<b>Industry Classification</b>		

**3. FORM OF ORGANIZATION**

<b>Sole Proprietorship</b>		<b>Partnership</b>		<b>Corporation</b>		<b>Others, pls specify</b>	
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**4. BUSINESS REGISTRATION/CAPITALIZATION**

<b>SEC/DTI Registration No.</b>			<b>Date Registered:</b> (dd-mmm-yyy)	
<b>Authorized Capital Stock:</b>		<b>Amount Subscribed:</b>		<b>Amount Paid-Up:</b>

**5. BUSINESS OPERATIONS**

<b>Date Started Operations:</b> (dd-mmm-yyy)		<b>Direct Exporter Since:</b> (dd-mmm-yyy)	
<b>No. of Years/Months Exporting Experience</b>		<b>Indirect Exporter Since:</b> (dd-mmm-yyy)	

**6. MAIN PRODUCTION FACILITY**

<b>Location:</b>					
<b>Land Area:</b>		<b>Floor Area:</b>		<b>Production Capacity:</b>	
<b>Owned</b>		<b>Leased</b>		<b>Lessor</b>	
	<b>Rental Amount:</b>		<b>Term:</b>		<b>Expiry:</b>

**7. MANPOWER COMPLEMENT**

<b>Regular Employees:</b>		<b>Unionized (Y/N)</b>		<b>No. of Shifts:</b>	
<b>Contractual Employees:</b>		<b>Sub-Contractual:</b>			

NOTE: If more space is needed for entries to Items 8 to 15, pls. continue on a separate sheet of paper, using the same format.

**8. COMPANY OWNERSHIP**

Name	% Equity	Citizenship	Position

**9. KEY COMPANY OFFICERS**

Name	Position	Area of Responsibility

**10. AFFILIATES/SUBSIDIARIES**

Company Name	Address	Nature of Business	% Equity

**11. PRODUCTS (Export and Domestic)**

Product Line	% to Total Sales	Ave. Profit Margin (%)	Production Capacity

**12. MAJOR MARKET(S)**

Name of Local or Foreign Buyer	Address	% to Total Sales	Mode/Term of Payment	No. of Years Dealing w/ Buyer	Experience w/ Buyer

**13. MACHINERIES/EQUIPMENT**

Type	Brand/Make	Age	Ownership	Acquisition Cost

**14. MAJOR RAW MATERIALS/SUPPLIES**

Raw Materials/Supplies	Name of Supplier	Ave. Monthly Volume	Payment Terms

**15. TRADE DEALINGS**

Name of Supplier	Address	Tel No.	Contact Person

**16. BANK DEALINGS, CREDIT EXPERIENCE & COURT CASES**

A. Please give details about any outstanding accounts you have with private/government banks & non-bank Government Financial Institutions (GFIs), e.g., TLRC, SB Corp., GSIS, SSS, QUEDANCOR, etc.

Name of Financial Institution	Facility and Amount	Expiry of Line	Outstanding Balance	Collateral

B. Have you experienced non-payment by your existing and past foreign buyer(s)? YES \_\_\_\_ NO \_\_\_\_  
 If the answer is YES, please give details:

Name of Buyer	Country/Location	Unpaid Amount	Mode/Term of Payment	Reason for Non-Payment

C. Are there any pending civil or criminal cases filed by you or against you? YES \_\_\_\_ NO \_\_\_\_  
 If answer is YES, please give details:

Case Type	Case No.	Date Filed	Where Filed	Defendant/Complainant	Status

I hereby certify to the best of my knowledge that the information I have given above are true and correct. Authority is also hereby given for PhilEXIM (TIDCORP) to confirm and verify the abovementioned information. I hereby undertake that I will notify PhilEXIM (TIDCORP) in writing of any change in my address and other personal information.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date Signed

**ANNEX 2**

<b>Name of Business/Company:</b>	
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**PRINCIPALS, OWNERS & SENIOR OFFICERS**

**INSTRUCTIONS**

1. This part of the BIS shall be accomplished by each individual applicant (ex. sole proprietor), each partner, and in the case of corporations, by each principal and senior officer. Reproduce as many copies as required.
2. Senior officers include the President/CEO, Executive Vice President, Chief Finance Officer, Treasurer, Chief Operating Office.
3. Please print all entries. Do not leave boxes blank. Put 'NA' if the information asked is not applicable.
4. If more space is needed, please continue on a separate sheet of paper using the same format.

**PART 1- PERSONAL INFORMATION**

**1. GENERAL INFORMATION**

<b>Full Name:</b>						
	(First Name)		(Middle Name)		(Surname)	
<b>Date of Birth:</b>		<b>Place of Birth:</b>			<b>TIN:</b>	
<b>Citizenship:</b>		<b>Civil Status</b>		<b>Age:</b>	<b>SSS/GSIS No:</b>	
<b>Tel No:</b>		<b>Mobile No:</b>		<b>Email:</b>		

**2. EDUCATION**

School Attended	Year Graduated	Degree Obtained

**3. WORK EXPERIENCE**

Year	Position	Company	Salary

**4. MEMBERSHIPS (Professional, Trade or Other Associations)**

Complete Name of Association	Company	Tel No.

**5. OTHER SOURCES OF INCOME (Past 5 Years)**

Company	Address	Monthly Income

**PART 2- FOR INDIVIDUAL APPLICANTS/PARTNERS ONLY**

**6. PERSONAL INFORMATION (Spouse)**

<b>Full Name:</b>			
	(First Name)	(Middle Name)	(Surname)
<b>Date of Birth:</b>		<b>Place of Birth:</b>	<b>TIN:</b>
<b>Citizenship:</b>		<b>Profession:</b>	<b>Age:</b>
<b>Tel/Fax No:</b>		<b>Mobile No:</b>	<b>Email:</b>

<b>Business Address:</b>		<b>Position:</b>	
<b>Tel/Fax No:</b>		<b>Website:</b>	<b>Email:</b>
<b>Degree/Course:</b>		<b>School:</b>	<b>Year Graduated:</b>

**7. CHILDREN**

Name	Age	School/Company

**8. RESIDENCES (Past 5 Years)**

Year	Address	Rented/Owned/Mortgaged

**PART 3- CERTIFICATION**

Are there any pending civil, administrative or criminal cases filed by you or against you?    

YES		NO	
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If answer is YES, please give details:

Case Type	Case No.	Date Filed	Where Filed	Defendant(s)	Complainant

I hereby certify to the best of my knowledge that the information I have given above are true and correct. Authority is also hereby given for PhilEXIM (TIDCORP) to confirm and verify the abovementioned information. I hereby undertake that I will notify PhilEXIM (TIDCORP) in writing of any change in my address and other personal information.

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Date Signed