



Contract Number: _____

PARTICULARS

Name of Payee: _____
 Type of Loan: **COMMERCIAL LOAN**
 Amount of Loan: _____
 Terms of Payment: **Payable in 40 days**
 Interest Rate: **0.2% / day**

DISTRIBUTION OF ACCOUNT		
ACCOUNT TITLE	DEBIT	CREDIT
Total Loan Amount		
Documentary Stamp		
Loan Insurance		
Notarial Fee		
NET PROCEEDS		
Amount in Words:		

Client History	
STATUS	
1st	
2nd	
3rd	
4th	
5th	
6th	
7th	
8th	
9th	
10th	
11st	
12nd	
13rd	
14th	
15th	
16th	
17th	
18th	
19th	
20th	

DISBURSEMENT TYPE	PAYMENT VIA
<input type="checkbox"/> /_ Cash <input type="checkbox"/> Check <input type="checkbox"/> Fund Transfer/Bank Deposit Account Name: _____ Account No: _____ Bank Name: _____ Branch: _____	<input type="checkbox"/> Cash <input type="checkbox"/> Bank Transfer <input type="checkbox"/> GCash Account Name: _____ Account No: _____ Bank Name: _____

REMINDERS	
1. The loan is to be used exclusively by the borrower, and not by any third parties or other individuals. 2. Any failure to make payment on your installment due date constitutes a breach of your loan contract and may result in penalties and accrual of additional interest. 3. All payments is to be collected as cash by designated Account Officer.	4. For check payments, any dishonored check will incur a surcharge of Php 500.00, exclusive of penalties and accrued interest on the overdue amount. Please be reminded that issuing a bouncing check is a criminal offense punishable under Batas Pambansa Blg. 22 (BP 22). 5. Always request an Acknowledgement Receipt and Account Officer's signature to your ledger (Client Copy) as proof of payment. You must also signed your Ledger (AO Copy). Ledger should be kept until the loan was closed for payment validation and confirmation. 6. All outstanding balances must be settled no later than the maturity of the loan contract. Any overpayments may be claimed within 14 days from the date the account is settled or terminated.

	Positon	Name	Signature	Date
Prepared By				
Validate By				
Approved By				

	Positon	Name	Signature	Date
Disbursed To	Borrower (Maker)			
	Co-Borrower (Maker)			
Witness	Co-Maker			

