# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

# HOME GUARANTY CORPORATION

4/F Jade Building, 335 Sen. Gil Puyat Avenue,

Makati City

Attention : **MS. MELINDA M. ADRIANO**

Vice President

Guaranty Group

Gentlemen:

We would like to apply for the following guaranty facilities:

|  |  |  |
| --- | --- | --- |
| **GUARANTY FACILITY** | **AMOUNT** | **GUARANTY COVERAGE** |
| Retail Guaranty Line | P |  |
| Developmental Guaranty Line |  |  |

Attached is \_\_\_\_ check no. \_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_ in the amount of **P10,000** as payment for application fee and the following documents for your evaluation, to wit:

1. COMPANY PROFILE
2. Company background
3. SEC Registration & Articles of Incorporation & By-Laws
4. Shareholders with breakdown of shares of stocks (Authorized, Subscribed & Paid-up)
5. Secretary's Certificate evidencing Board's approval for a guaranty line application
6. Principal officers & their bio-data
7. Organizational Structure
8. Services Offered
9. Size of prospective enrollments
10. Collection efficiency
11. Authorization to verify CAMELS rating with BSP
12. FINANCIALS
13. Audited Financial Statements for the past three (3) years
14. Collection Efficiency for the past (3) three years
15. CREDIT POLICIES & GUIDELINES
16. As to purpose
17. Borrowers’ eligibility
18. Credit Ratio
19. Loan limit
20. Security
21. Term
22. Interest rate
23. Approving Authority
24. Credit Management Structure

Your favorable consideration on this matter is highly appreciated.

Very truly yours,

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