

# AVANCE SALARY LOAN Application Form



Date

## Loan Information

- New Application  
 Existing  
 Repeat

Amount Applied For (in Php)

Loan Term  
(in 6, 12, 18, 24, 36 mos.)

## Loan Purpose:

- Education  
 Balance Transfer  
 Personal Reasons  
 Purchase Appliances / Furniture  
 Hospitalization  
 Other (pls. specify)

## Borrower's Information

Title  Last Name  First Name  Middle Name  Nickname

Date of Birth  Age  Place of Birth  Country of Birth  Citizenship / Nationality  Civil Status  Gender

Father's Name Last Name  First Name  Middle Name  Age 
 Father is dependent  Yes  No  
 Mother's Maiden Name    
 Mother is dependent  Yes  No  
 Other Dependent's Name    
 Total No. of Dependents

Tax Identification No. (TIN)  SSS / GSIS  ID No. (Type 1)  ID No. (Type 2)   
 Mobile No.  Home Phone No.  Email Address (Personal)  Email Address (Office)

## Residence Type

- Owned  
 Company Provided  
 Living w/ Parents or Siblings  
 Living w/ Other Relatives

Rented  
 Mortgaged  
 Name of Landlord / Finance Co.  Contact No.  Monthly Payment

Present Home Address  Years of Stay   
 Permanent / Provincial Home Address  Contact No. of Permanent / Provincial Home Address  Years of Stay   
 Previous Home Address  Contact No. of Previous Home Address  Years of Stay

## Employment

Name of Present Employer/Business  Employment Status  Years of Stay  Position / Title   
 Address of Employer / Business  Country  Zip Code  Business Phone No.   
 Name of Previous Employer/Business  Address of Previous Employer / Business  Previous Business Phone No.

## Spouse's Information

Title  Last Name  First Name  Middle Name  Gender   
 Date of Birth  Place of Birth  Citizenship / Nationality  Country of Birth  Tax Identification No. (TIN)  SSS / GSIS   
 Address same as applicant's:  Yes  No Indicate present address if different from applicant's   
 Mobile No.  Home Phone No.  Email Address (Personal)  Email Address (Office)   
 Name of Present Employer/Business  Employment Status  Years of Stay  Position / Title   
 Address of Employer / Business  Nature of Business  Business Phone No.

**References (Give at least 3 persons)**

Name (Last Name, First Name, Middle Name)	Address	Relationship	Phone No.	Email Address

**Credit References**

	Credit Card Number	Outstanding Balance	Valid Thru	Date Issued	Credit Limit	Credit Card Issuer	Contact No.
<input type="checkbox"/> Credit (Card)							

	Type of Loan	Outstanding Balance	Term (mm)	Monthly Payment	Loan Amount	Financing Company	Contact No.
<input type="checkbox"/> Loan							

**Bank References**

Type of Account	Name of Bank	Branch of Account	Account Number	Contact No.	Outstanding Balance

**Assets**

Real Estate Location: \_\_\_\_\_ Type of Property: \_\_\_\_\_

Motor Vehicle Brand / Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Owned  Mortgaged

Other Assets (equipment, machine, etc.) Description of Asset/s: \_\_\_\_\_ Quantity: \_\_\_\_\_

**Employment Certification and Undertaking to Deduct and Remit Payment (For Employer's Human Resources Department Use Only)**

I/We certify that the information contained herein are true and correct to the best knowledge of the Company. Further, as instructed and authorized by the ASSIGNMENT OF SALARY AND AUTHORITY TO DEDUCT, I/We hereby undertake, without the need of further act or deed by Borrower/Co-maker, to deduct the monthly amortization and/or other amounts due from Borrower's salary, or termination, retirement, or gratuity pay or other benefit and to remit the same directly to Sterling Bank of Asia no later than the agreed due date. I/We undertake to immediately notify Sterling Bank of Asia of any termination, resignation or other cause for Borrower's separation from / cessation of employment.



Signature of Employer's Authorized Signatory Over Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Employees Information**

Employee ID: \_\_\_\_\_

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

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

**Summary of Monthly Income / Expense**

Basic Income	_____
Fixed Allowances	_____
Less: Deductions / Loans	_____
Net Pay	_____
Ave. Overtime / Commissions	_____
<b>Net Take Home Pay</b>	_____

**CERTIFICATION AND UNDERTAKING WITH ASSIGNMENT OF / AUTHORITY TO DEDUCT SALARY**

I hereby certify that all information in this application, including all documents submitted along with this application, are genuine, true and correct, and I agree to notify Sterling Bank of Asia Inc. (A Savings Bank) ("SBA") of any material changes affecting the information contained herein or in the submitted documents. I fully understand that any misrepresentation or failure to disclose any pertinent or material information on my part as required in this application may cause the disapproval of the same and may be construed as an act to defraud SBA for which civil and/or criminal liability may be pursued against me.

Upon my execution and submission of my application, I bind myself to the terms, conditions and policies of SBA, including but not limited to my liability for all charges, fees and obligations incurred. I further bind myself to any other agreements that may be entered into with SBA in relation to the application.

I authorize SBA and/or its representatives to verify any and all information pertinent to this application and for this purpose, I hereby authorize SBA and/or its representatives to share or disclose to any person or entity any information or document which I have submitted or disclosed to SBA and/or its representatives in connection with my application. I understand that SBA may obtain further information concerning any information or statement made herein from appropriate sources, including but not limited to my previous and current employer/s, credit bureaus and agencies, banks, credit card companies and other financial institutions, relevant government agencies and barangay and/or homeowners' association of the village/subdivision where I reside. I hereby authorize full disclosure of any information to SBA by the afore-mentioned sources, and for this purpose, expressly waive my rights under applicable bank secrecy laws.

In case of disapproval of my application, I understand that SBA is not obligated to disclose the reasons for such disapproval.

My signature on the loan documents indicates that I have carefully read, understood and consented to the terms and conditions therein. My acceptance of the loan proceeds via SBA's ShopNPay Visa Card, Manager's Check or credit to my account indicates that I have waived any and all objections to the terms and conditions of my loan.

I further certify that the proceeds of the loan, if this application is approved, will be used solely for the purpose stated in this application.

I hereby unconditionally assign in favor of SBA, its successors and assigns, such portion of my monthly salaries, remuneration, benefits, and any other amounts due to me from my employer (collectively the "Compensation") as may be necessary and appropriate to fulfill at all times my loan obligations relative hereto. For this purpose, I unconditionally authorize my employer, without need of any further act and deed on my part, to periodically deduct from my Compensation such necessary and appropriate amounts, and to directly remit the same to SBA, without need of notice and/or demand, no later than the agreed due date until my entire obligation has been fully paid. This assignment and authority is absolute and shall remain valid and effective until my entire loan obligation with SBA as stated in the Promissory Note is fully paid.



In the event of my termination or separation from employment for any reason whatsoever, the entire outstanding loan amount shall become immediately due and demandable, and I hereby authorize my employer to retain, withhold and remit directly to SBA such amount from all monies due to me as may be sufficient to fully settle my loan obligation.

**In the event of non-payment of any and all sums due resulting to this loan turning past due, or any occurrence of event of default, SBA, in addition to the remedies available to it under our agreement, existing laws and regulations, is likewise authorized at its discretion, to give due notice regarding the status and details of my loan account to my employer, any responsible officer from my company, or any member of my household. This authorization shall be in full force and effect as long as my loan remains in default and outstanding with SBA.**

**AUTHORIZATION AND CONSENT FOR DATA PROCESSING**

I have read and understood the contents of the Privacy Notice of Sterling Bank of Asia Inc. (A Savings Bank) ("SBA") and hereby authorize and consent to its collection, processing, and sharing of my personal data as provided in the said Privacy Notice. Unless withdrawn earlier in writing, my authorization and consent will continue to be effective throughout the existence of my account(s), and/or until expiration of the retention limits set by applicable laws, by Bangko Sentral ng Pilipinas (BSP) regulations, and by Sterling Bank's policies and procedures.

**ADDITIONAL TERMS AND CONDITIONS**

**WARRANTY AS TO ADDRESSES AND CONTACT NUMBER/DETAILS.** I warrant that the addresses (home, office, and businesses) and the contact numbers/details (telephone, mobile cellular phone, telex, facsimile, e-mail or other electronic means) which I provided to the bank are true, correct, accurate, existing and operational. I undertake and obligate myself to promptly update, notify, and inform SBA of any change in my addresses (home, office and businesses) and contact numbers/details (telephone, mobile/cellular phone, telex, facsimile, e-mail or other electronic means) provided and listed in the loan application form. In case my preferred billing address and/or contact number is not accessible, SBA has the right to use the other address/es and/or contact numbers/details listed in the loan application form to communicate with me. Notwithstanding this provision, I hereby agree that: (a) any communication sent by SBA via ordinary mail to my preferred billing address shall be considered received by me upon expiration of ten (10) days from mailing; (b) any communication sent by SBA via registered mail to my preferred billing address shall be considered received by me upon expiration of five (5) days from date I received the first notice of the postmaster. Failure on my part to promptly update, notify and inform SBA of changes in my address and/or contact number/detail listed in the loan application within one(1) week from occurrence of such change is an event of default and shall make the loan due and demandable without the need of demand or notice to me.

**CLIENT INSTRUCTIONS.** I authorize SBA to rely upon and act in accordance with any notice, instruction or communication, which may, from time to time, be provided by me, or others on my behalf, using the contact numbers/details (telephone, mobile/cellular phone, telex, facsimile, e-mail or other electronic means) that I have provided, which notice, instruction or communication SBA believes, in good faith, to have been made by me, or upon my instruction and for my benefit. The Bank shall be entitled to treat the notice, instruction or communication transmitted using my contact numbers/details as fully authorized by and binding upon me and to take such steps in connection with, or on reliance upon, the notice, instruction or communication as SBA may consider appropriate.

**SMS and E-MAIL NOTICES.** In addition to the above provisions, I hereby agree, allow and authorize SBA to send notices, instructions, alerts, reminders, and other relevant communications through short message service (SMS), otherwise known as "text messaging", and through e-mail concerning my loan and/or other account with SBA. I hereby hold SBA free and harmless against any and all liabilities, including, but not limited to, those relating to any violation of secrecy laws or regulations (if any), should third persons view or access my personal mobile / cellular phone and/or e-mail account. I agree that SBA has the option, but has no obligation, to send through SMS or e-mail notices, instructions, alerts, reminders, and other relevant communications pertaining to my loan or account with the bank. Furthermore, SBA does not guarantee the timely delivery or absolute accuracy of any SMS or text sent to me, which may be delayed or corrupted on account of technological disruptions caused by third party mobile service providers and other factors beyond the control of SBA.

**CREDIT INFORMATION SYSTEM ACT.** I understand that Republic Act No. 9510 (RA 9510) or the "Credit Information System Act" and its implementing rules and regulations require SBA, which I hereby authorize, to submit and disclose my basic credit data, as well as any regular update or correction thereof, to the Credit Information Corporation (CIC) for the purpose of consolidation and disclosure, as may be authorized by RA 9510. I further understand that my basic credit data may be shared with other lenders authorized by the CIC, and other credit reporting agencies duly accredited by the CIC, for the purpose of establishing my creditworthiness.

**COMPLAINTS HANDLING**

For complaints and concerns regarding the products and services of SBA, the client may call the Bank's Customer Service Helpline at (+632) 721-6000 or send an email to customer.service@sterling-bankasia.com. All complaints or concerns communicated to the Bank shall be treated with utmost confidentiality and urgency and shall be recorded, reviewed, and investigated on by the proper Bank officers. The Bank shall acknowledge receipt of the concern within two (2) calendar days from its receipt of the communication from the client. For concerns classified as simple, the Bank shall send its resolution to the client within nine (9) calendar days from receipt of the communication. If the concern is complex, the notice of resolution shall be made by the Bank within forty seven (47) calendar days from the date of receipt of the communication from the client. For this purpose, a concern is considered complex if its assessment, verification, or investigation requires the intervention of a third party. The Bank will notify the client if it needs additional time to resolve the concern and state the reason(s) therefor. In such case, the concern shall be resolved within forty five (45) calendar days from the date when the notice was given by the Bank to the client. The client may also communicate complaints and other concerns directly to the Bangko Sentral ng Pilipinas (BSP) Financial Consumer Protection Department by calling (+632) 708-7087 or by sending an email to consumeraffairs@bsp.gov.ph.

I/We have read and understood this agreement and I/we accept and agree to all of its terms and conditions. I/We enter into this agreement voluntarily with full knowledge of its effect.



Signature of Borrower Over Printed Name

Date

**Documentary Requirements**

**General Requirements**

- Completely filled-out application form
- 3 Copies of Promissory Note
- 3 Copies of Disclosure Statement
- Latest 1 month payslip
- Photocopy of Company ID
- Photocopy of 1 Government-issued ID
- BIR Form 2316
- Other

**Payment Instructions / Disposition of Proceeds**

- ShopNPay Visa Card
  - Manager's Check (Pick-up)
  - Manager's Check (delivery to Company Representative)
  - Pay to a Third Party (Subject to presentation of notarized Letter of Authority and Statement of Account)
  - Credit to Account -  Savings /  Current
- Acct. No. \_\_\_\_\_
- Bank \_\_\_\_\_ Branch \_\_\_\_\_

**THIS PORTION IS FOR BANK'S USE ONLY**

Pre-Screening <input type="checkbox"/> ELIGIBLE <input type="checkbox"/> INELIGIBLE	Credit Score	Processed / Evaluated By	Date
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Exception Noted <input type="checkbox"/> CREDIT <input type="checkbox"/> DOCUMENT	Remarks / Justification
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Application Status <input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED	Review / Recommended By	Approved By	Date
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**How did you learn about Avance Salary Loan?**

- Newspaper / Magazine
- TV / Radio
- Social Media
- Email Advertising
- Flyers / Leaflets / Brochures
- Posters / Streamers
- Website / Internet Ads / Online Search
- Events / Exhibits / On-ground Activities
- Other Direct Mails
- SBA Personnel: \_\_\_\_\_
- Branch: \_\_\_\_\_
- SBA Client (referred): \_\_\_\_\_
- Dealer: \_\_\_\_\_
- Other (please specify): \_\_\_\_\_