



**Company Registration and Monitoring Department**  
**LICENSING UNIT**

**DOCUMENTARY REQUIREMENTS: LENDING COMPANY - BRANCH OFFICE**

1. Cover Sheet
2. Application Form
3. Information Sheet
4. Valid NBI Clearance of the Branch Manager, Administrative Officer and Cashier
  - With right thumb print
  - Reflecting the residential address as stated in the Information Sheet
5. Monitoring Clearance from appropriate Department/Division
6. Registration Documents (i.e., Articles of Incorporation, Amended Articles of incorporation, Certificate of Increase of Capital Stock, Certificate of Authority of Head Office, Latest General Information Sheet, Latest Audited Financial Statements/Interim Financial Statements)

**Notes:**

1. Submit original + 3 copies.
2. Use size A4 bond paper.
3. **Only applications which are complete and compliant in form and substance shall be issued the Payment Assessment Form.**