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| **C:\Users\JHONA\Desktop\BCC\logobcc.jpg BUKIDNON COMMUNITY COOPERATIVE** |
|  **LOAN APPLICATION FORM** |

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| LOAN INFORMATION: |  |
| Loan Type : | Term of Loan : | Date of Application : |
| Loan Amount (in words) : | Loan Amount (Php): |
| Purpose of Loan: |
| APPLICANT INFORMATION: |  |
| Name of applicant: | Chapa No. | Date of Birth | Age | Civil Status |
| Complete Address: | Contact No. |
| EMPLOYMENT INFORMATION: |  |
| Name of Employer / Nature of Business: | Department: | Position : | Date Employed: |
| Salary/ Income: | Frequency of Salary/ Income : Daily ( ) Quincena ( ) Monthly ( ) | Monthly Expenses: (Pls. attach details) | SPP Contribution (%): |
| FAMILY INFORMATION: |  |
| Name of Spouse: | Chapa No.: | Date of Birth | Age | No. of Children |
| Complete Address: | Name of Employer/ Nature of Business: | Position: | Salary/ Income: |
|  |  I/ We, hereby certify that all statements made herein are true and correct and submitted for the purpose of obtaining credit. I/ We, understand that any false claim made with this application shall be sufficient basis for its disapproval.  |
|  | Member-Applicant’s Name and Signature |  | Date |  | Spouse’s signature over printed name |  | Date |  |

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| MEMBER SAVINGS/ CREDIT INFORMATION: |  |
| Member’s balances as of | Total SPP Contribution (Php) |
| Share Capital (Php) | Savings (Php) | Loan Balance (Php) | Withdrawal Percentage (%) | Withdrawable Amount (Php) |
| Last Loan Amount (Php) | as of  | / Loan Type | Guaranteed Loan (%) | Guaranteed Allowable (Php) |
| Arrear Amount (Php) | as of  | Credit Loan Processing Clerk - Remarks: |
| Consumers Overdue/ Arrears (Php) | as of | Consumer Processing Clerk - Remarks:  |
| Credit Rating CLASS | Allowable Amount (Php) | Loan Processing Clerk - Name and Signature: | Date |
| Recommended Amount (Php) | Loan Credit &Collection Supervisor/ Manager- Name and Signature: | Date |
| Remarks : |

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| CREDIT COMMITTEE: |
|  Approved |  Approved |  Approved |  Approved |  Approved |
|  Disapproved |  Disapproved |  Disapproved |  Disapproved |  Disapproved |
|  Deferred |  Deferred |  Deferred |  Deferred |  Deferred |
| Php | Php | Php | Php | Php |
| CHAIRPERSON DATE | DATE | VICE-CHAIRPERSON  | DATE | MEMBER  | DATE | MEMBER  | DATE | MEMBER | DATE |
| REMARKS/ RECOMMENDATION: |
| CHAIRMAN OF THE BOARD | DATE | CHAIRMAN DESIGNATE | DATE |
| REMARKS/ RECOMMENDATION: |

**CO-MAKERSHIP POLICY**

**POLICY STATEMENT**

It is the policy of the Cooperative to develop and implement guidelines and define the Co-maker’s role, responsibilities and obligations on loan applications.

**DEFINITION**

A CO-MAKER is a person who, by contract, agreed to pay another person’s (principal borrower) loan if that person fails to do so. A co-maker does not necessarily receive or benefit from the proceeds of the loan but is equally responsible for ensuring that the full amount of the loan, including interests and other charges, is paid.

**GUIDELINES**

1. This policy will be required to the borrower if there is credit risk exposure involved in granting loans to a BCC member.
2. Below are the types of BCC loans that will require Co-makers.
	1. Regular Loan
	2. Vehicle Loan
	3. Mega Loan
	4. Appliance Loan
	5. Tie-up/ Eye-glass Loan
	6. Pangkabuhayan Loan
	7. Emergency Loan
	8. Educational Loan
	9. Guaranteed Loan
	10. Equity Loan
3. No co-maker is required for the following loans: Instant Loan, Retirable Loan, Commodity Loan and Pension Loan.
4. A **BCC** member is only allowed to be a Co-maker three times.
5. BCC Officers, BCC Managers and all Loan Officers are not allowed to be Co-makers.
	1. Three (3) Co-makers are required for every loan application. At least two (2) NON–DMPI members who are in good standing (MIGS) and one or more DMPI employee with 10 years in service and not retiring within the next 5 years.
6. Below are the requirements for Co-makers.
	1. Must be a member of BCC and in good standing for at least three (3) months, and/or;
	2. With paid-up share capital of at least P10,000.00.
	3. Signed Promissory Note form (at the back of the application form).
	4. Signed Promissory Note (For Guaranteed Loan and Non-DMPI members).
	5. Photocopy of any valid ID (w/ signature on front or back).
		* 1. **Sample ID’s:**
			2. **DEARBC/BCC ID**
			3. **Company ID**
			4. **Government ID**
7. The purpose of the signed promissory note is to ensure that the member agreed to be a Co-maker of another member and this form will also emphasize the Co-maker responsibilities/obligations.
8. If the Principal borrower is unable to pay the loan, the Co-makers will be:
	1. Notified through a demand letter; and to be
	2. Collected the full amount of the loan, including interests and other  charges, divided among the number of co-makers; or
	3. Subjected for litigation together with the Principal borrower.
9. Mode of payment for co-makers; who will absorb the loan of the principal borrower.
	1. No interest will be collected if the co-maker will settle his part within 60 days, upon receiving and signing the demand letter/notice.
	2. Beyond 60 days, a co-maker may avail the 50% discount on the interest provide that he/she will settle his/her part within 1 year.
	3. If a co-maker avails 9.2, he/she can apply for a loan, for payment.
10. If co-maker wanted to terminate his/her membership, BCC shall inform the Borrower to find a replacement. The new co-maker will fill-up a co-makership replacement form.

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| We have read, understood and agree to the Co-makership Policy |
| **Name of Co-Makers** | **Chapa/Acct. No.** | **Department/ Address** | **Contact Number** | **Signature** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |

**PROMISSORY NOTE**

**(For DMPI Employees)**

We,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, all of legal age and with residences at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Bukidnon, as Maker and Co-makers of this LOAN, promise to pay directly to the Bukidnon Community Cooperative (BCC) or through payroll deduction with Del Monte Philippines Incorporated (DMPI) in case of default the amount of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Php \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) with \_\_\_\_\_\_% interest per year to be paid in \_\_\_\_\_\_\_\_\_ equal monthly installments starting on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and every month thereafter until the full payment thereof. The entire obligation shall be fully paid on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 We, the undersigned Maker and Co-maker(s) hereby authorize Del Monte Philippines Incorporated (DMPI), our employer, to deduct from our monthly salaries and to remit the same to Bukidnon Community Cooperative (BCC) in payment of our outstanding accounts. This authority to deduct granted to DMPI may be exercised without need of Notice to the Undersigned. Moreover, we, the undersigned Maker and Co-makers, jointly authorized BCC to apply as payment of this Note, any funds (savings/ fixed deposits) that belong to us upon withdrawal of our membership with BCC.

 In case of default in payment of one (1) amortization schedule, the entire balance shall become due and demandable. Therefore, we, the undersigned, voluntarily agree without need of Notice or COURT ORDER, to pay, jointly and severally the entire outstanding balance of this Note plus the total interest hereon.

 In case of failure to settle the amount due within the 10-day period, the loan shall be endorsed to the Legal Counsel for Litigation and Foreclosure proceedings. All costs incurred during the Litigation and Foreclosure proceedings, including Attorney’s fee shall be charged to the account of the Undersigned Maker and Co-Makers.

 All actions arising out of this Note shall be brought at the proper court in Manolo Fortich, Bukidnon.

 Done this \_\_\_\_\_\_ \_ day of \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_ \_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

|  |  |  |  |  |
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| **Member-Borrower:** |  |  | **Spouse’s Consent:** |  |
|  | Print Name and Signature |  |  | Print Name and Signature |
| **Co-Makers:** |  |  |  |  |
| 1. |  |  |  |  | 2. |  |  |  |  | 3. |  |  |  |  |
|  | Print Name and Signature |  | Chapa |  | Print Name and Signature |  | Chapa |  | Print Name and Signature |  | Chapa |

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| **Witnesses:** |
| 1. |  |  |  |  | 2. |  |  |  |  |
|  | Print Name and Signature |  | Chapa |  | Print Name and Signature |  | Chapa |

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| **ACKNOWLEDGEMENT** |
| Republic of the Philippines ) |
| City of Cagayan de Oro ) S.S |
| Before me a Notary Public, this |  | day of | , | 20 |  | in the City of Cagayan de Oro, personally |
| appeared the following: |  |  |
|  | CTC No. |  | issued on |  | at |  |
|  | CTC No. |  | issued on |  | at |  |
|  | CTC No. |  | issued on |  | at |  |
|  | CTC No. |  | issued on |  | at |  |
| Known to me and to me known to be the same persons who executed the foregoing instruments, consisting of  |  | ( |  | ) |
| page/s and they acknowledged to me that the same is their free and voluntary act and deed. |
| WITNESS MY HAND AND SEAL on the date and place above written. |
| Doc. No. |  |  |  |
| Page No. |  |  |  |
| Book No. |  |  | Notary Public |
| Series No. |  |  |  |

**SA-AD SA PAGBAYAD**

**(For Non-DMPI Employees)**

 Ako si,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_; Ako si \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account no.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Co-Maker sa hulam ni: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chapa / Account no. \_\_\_\_\_\_\_\_\_\_\_\_\_niadtong \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, ako adunay obligasyon sa pagbayad sa iyang hulam sa Bukidnon Community Cooperative, sa kantidad nga \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( Php \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) ug \_\_\_\_\_\_\_\_\_% interes kada tuig, pagabayaran sa \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ka bulan, magasugod sa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ug sa mga sunod nga bulan, hangtud mabayaran ang tibook nga kantidad. Kaning tanan nga obligasyon kinahanglan mabayaran sa \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

 Ako magasa-ad nga kon aduna siyay delinkuente sa pagbayad sa iyang hulam (1/3 – katulong bahin) sa maong kantidad, ako kining pagabayaran sa wala nay dugang nga pahibalo o sulat gumikan sa BCC.

 Ako usab magahatag ug katungod sa Bukidnon Community Cooperative sa pagkuha sa iyang delinkuente (1/3 – katulong bahin) gikan sa akong mahulam sa Bukidnon Community Cooperative.

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| **Member-Borrower:** |  |  | **Spouse’s Consent:** |  |
|  | Print Name and Signature |  |  | Print Name and Signature |
| **Co-Makers:** |  |  |  |  |
| 1. |  |  |  |  | 2. |  |  |  |  | 3. |  |  |  |  |
|  | Print Name and Signature |  | Account No. |  | Print Name and Signature |  | Account No. |  | Print Name and Signature |  | Account No. |

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| **Witnesses:** |
| 1. |  |  |  |  | 2. |  |  |  |  |
|  | Print Name and Signature |  | Chapa/Account No. |  | Print Name and Signature |  | Chapa/Account No. |

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| **ACKNOWLEDGEMENT** |
| Republic of the Philippines ) |
| City of Cagayan de Oro ) S.S |
| Before me a Notary Public, this |  | day of | , | 20 |  | in the City of Cagayan de Oro,  |
| personally appeared the following: |  |
|  | **CTC No.** |  | issued on |  | at |  |
|  | **CTC No.** |  | issued on |  | at |  |
|  | **CTC No.** |  | issued on |  | at |  |
|  | **CTC No.** |  | issued on |  | at |  |
| Known to me and to me known to be the same persons who executed the foregoing instruments, consisting of  |  | ( |  | ) |
| page/s and they acknowledged to me that the same is their free and voluntary act and deed. |
| WITNESS MY HAND AND SEAL on the date and place above written. |
| Doc. No. |  |  |  |
| Page No. |  |  |  |
| Book No. |  |  | Notary Public |
| Series No. |  |  |  |