

## A. BASIC REQUIREMENTS FOR SUBMISSION

1. Three (3) pcs 1X1 photo
2. Photo of two (2) government Issued ID's
3. Latest Proof of Billings (POB)
4. Tax Identification Number (TIN) ID / Card
5. Proof of Income based on employment
  - 5.a Locally Employed
    - \* Income Tax Return (ITR)
    - \* Certificate of Employment w/ Compensation
    - \* 3 months. Payslip
  - 5.b For Self-employed
    - \* ITR for the last 3 years
    - \* Audited Financial Statement for the last 3 years
    - \* Business Permit (DTI or SEC)