



Additional requirements depending on the kind of payment on subscription

a. Cash

1. Audited financial statements as of the last fiscal year received by BIR and SEC (if payment for subscription is already reflected therein)
2. A report to be rendered by an independent CPA on the verification of cash payment on subscription to the increase in accordance with the Guidelines on On-Site Verification per SEC Memorandum Circular No. 6 series of 2008

Notes:

1. Subscription contract in lieu of item no. 2 if the application for ICS is covered by Memorandum Circular No.6, series of 2012.
2. Disregard additional requirement no. 2 if payment for subscription is already reflected in the audited financial statements and said additional infusion is reflected in the Cash Flow Statement thereof

Additional requirements for rural banks:

Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP with annexed list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP

b. Conversion of advances/liabilities to equity

1. Audited Financial Statements (AFS) as of last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)
2. A report to be rendered by an independent CPA on the verification of the advances to be converted to equity in accordance with the Guidelines on On-Site Verification per SEC Memorandum Circular No. 6, series of 2008
3. Deed of Assignment to be executed by a subscribing creditor assigning the advances as payment for the subscription

Note: Disregard additional requirement No. 2 if the advances are already reflected in the AFS.

c. Stock dividends

1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary
2. Audited financial statements as of the last fiscal year stamped received by BIR and SEC

3. Interim Audited financial statements if used as the basis of dividend declaration (basis is other than item 2)

4. Projected financial statements for the remaining period certified by the company accountant (if the basis is item no. 3)
5. Under oath undertaking by the company President or Treasurer stating that in the event the retained earnings at year end is not sufficient to cover the stock dividend under consideration, any deficiency will be replaced by other form of payment allowable by the Commission (if the basis is item no. 3)
6. Certification by the corporate secretary as to the treatment of fractional shares, if any
7. Reconciliation of retained earnings for dividend declaration in accordance with SEC Memorandum Circular No. 11, series of 2008

d. Land and building/condominium units

1. Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant
2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively
3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value
4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)
5. Deed of Assignment
6. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property
7. For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer
8. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period

e. Inventories/furniture/personal properties

1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant
2. Special audit report by an independent CPA on the verification and valuation of property, if transfer value is based on book value
3. Deed of Assignment

f. Heavy equipment and machinery

1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant
2. Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report (with description of the property) by the Bangko Sentral Ng Pilipinas.
3. Deed of Assignment

g. Shares of stock

1. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant
2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC
3. Deed of Assignment
4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor
5. Photocopy of the stock certificate (present original for verification)
6. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)
7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period

h. Motor vehicle

1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant
2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)
3. Appraisal report by authorized appraiser (not more than 6 month old)
4. Deed of Assignment
5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period

i. Sea vessel/aircraft

1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant
2. Certified true copy of the certificate of ownership
3. Appraisal report by authorized appraiser (not more than 6 month old)
4. Certificate of seaworthiness/airworthiness issued by appropriate government agency
5. Deed of Assignment
6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period

j. Intangibles

1. Photocopy of System Purchase Agreement or any proof of ownership (for software)
2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights
3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)
4. Deed of Assignment
5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period

k. Net assets (way of conversion of single proprietorship/partnership into corporation or by spin off)

1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC
2. Audited financial statements of single proprietorship/partnership/division of corporation (for spin-off) as of last fiscal year
3. Long-form audit report of item no. 2
4. Deed of Assignment of the assets and liabilities
5. List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors
6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant

7. Photocopy of the certificate of registration of the motor vehicles (present original for verification)
8. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively
9. Photocopy of stock certificates (present original for verification)
10. DTI Certificate of Registration (for single proprietorship)
11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period