

**Buyer's requirements upon submission of bids:**

**INDIVIDUAL BUYERS - EMPLOYED**

1. Accomplished Personal Information Sheet
2. Accomplished Signature Card
3. Government issued valid ID's of Spouses
4. Photocopy of marriage contract (if married)
5. Latest COE issued in the last 30 days or latest 2 payslips (issued for the last 30 days)
6. Latest 1-month utility billing
7. 3 months latest bank statements
8. BIR Form 2316 (latest ITR under Spouses)

**INDIVIDUAL BUYERS -SELF EMPLOYED**

1. Accomplished Personal Information Sheet
2. Accomplished Signature Card
3. Government issued valid ID's of Spouses
4. Photocopy of marriage contract (if married)
5. Latest 1-month utility billing of business and residence address
6. 3 months latest bank statements
7. BIR Form 1701 (latest ITR under Spouses)
8. Latest ITR and DTI registration

**INDIVIDUAL BUYERS – OVERSEAS FILIPINO WORKERS**

1. Accomplished Personal Information Sheet
2. Accomplished Signature Card
3. Government issued valid ID's of Spouses
4. Photocopy of marriage contract (if married)
5. Latest 1-month utility billing
6. A consularized Special Power of Attorney (SPA) should be submitted or if the buyer can sign the Contract to Sell document, please provide a copy of passport entry/exit stamp.
7. Certificate of Employment indicating salary, position and length of service (Duly authenticated by the Philippine Consulate)
8. Proof of Remittance (Bank Statements for the last three (3) months)
9. Contract of Employment (for seamen)

**CORPORATE BUYERS**

1. Accomplished Personal Information Sheet
2. Accomplished Corporate Signature Card
3. Articles of Incorporation / Bylaws with SEC Certificate Registration
4. Latest General Information Sheet
5. Secretary Certificate authorizing representative and Valid Government issued ID's
6. Corporate profile
7. BIR Form 1702 / Latest Audited Financial Statements
8. 3 months latest bank statements