

- Photocopy of 2 government-issued IDs with picture and signature
- TIN Verification slip
- Marriage Contract and Birth Certificate
- Proof of Billing Address
- 2 pcs 2x2 ID picture (both spouses if married)
- Proof of income
- For locally employed (all of the ff:)
- Notarized Certificate of Employment and Compensation (Employer's format)
- Income Tax Return / Certificate of Tax Withheld (BIR Form No. 2316)
- Latest 1 month slip
- For self-employed (all of the ff:)
- Income Tax Return of the Company and official Receipt of Tax Payment
- Audited Financial Statement of the Company (latest)
- DTI Registration, Mayor's Permit and SEC Registration
- Post-Dated Check (PDC)