

## First Circle Application Requirements

Note: This is a general list. The documents we require may change depending on your business.

### General Guidelines

When submitting a copy of the documents, please ensure that it adheres to the following:

- Document is for the company being applied for (company name is visible in the document)
- Document is valid and/or up-to-date
- Document is clear, uncropped, and complete
- All pages of the documents are included

Required Document	Document Submission Guidelines
<input type="checkbox"/> <b>Valid ID</b>	<ul style="list-style-type: none"> <li>➤ <b>Any one</b> of the acceptable ID types:                             <ul style="list-style-type: none"> <li>○ Driver's License</li> <li>○ Passport (w/ signature)</li> <li>○ TIN ID</li> <li>○ PRC ID (front and back)</li> <li>○ Postal ID</li> <li>○ Unified Multi-Purpose ID</li> <li>○ ACR ID</li> </ul> </li> <li>➤ Signature must be visible</li> <li>➤ Must be a clear colored copy</li> </ul>
<input type="checkbox"/> <b>2021 Audited Financial Statement or 2021 Income Tax Return</b>	<ul style="list-style-type: none"> <li>➤ Must have a stamp or acknowledgement receipt</li> </ul>
<input type="checkbox"/> <b>Bank Statement</b>	<ul style="list-style-type: none"> <li>➤ Latest 3-6 months bank statements, passbook or online banking transactions from <u>all</u> of the bank accounts used by the business</li> <li>➤ Must have a cover page or proof of ownership showing the account number and business/sole proprietor's name</li> </ul>
<input type="checkbox"/> <b>Trading Relationships</b>	<ul style="list-style-type: none"> <li>➤ Submit <b>Latest Summary Alphalist of Withholding</b></li> </ul>

	<p><b>Tax at Source (SAWT)</b> w/ BIR stamp or receipt as a Trading Relationship. If unavailable, submit <b>any</b> of the following:</p> <ul style="list-style-type: none"><li>○ <b>Latest Summary Lists of Sales and Purchases (SLSP)</b> w/ BIR stamp or receipt</li><li>○ <b>Trade Reference Form</b> w/ complete buyer contact details (<a href="#">click here for the form</a>)</li><li>○ <b>Official Receipt</b> issued within 3 months w/ supporting document<ul style="list-style-type: none"><li>■ Post-Dated Check</li><li>■ Purchase Order</li><li>■ Email Confirmation</li><li>■ ERP or Vendor Portal Screenshot</li></ul></li></ul> <p>➤ Buyer must be a government entity, corporation, partnership, or cooperative which is not a related entity</p>
<p><input type="checkbox"/> <b>Ongoing or Upcoming Projects</b></p>	<ul style="list-style-type: none"><li>➤ Accepted documents are <b>unpaid Invoices or unpaid Purchase Orders</b> (and similar documents)</li><li>➤ Buyer must be a government entity, corporation, partnership, or cooperative which is not a related entity</li><li>➤ More than 10 invoices may have an attached self-generated SOA per buyer (<i>Optional, but highly encouraged</i>)</li><li>➤ Quotation documents must have a conforme or buyer acknowledgment that the quotation is accepted or final</li></ul>