



BOTTLERS EMPLOYEES SAVINGS & LOAN ASSOCIATION, INC.

7TH Floor, ACE Building, Dela Rosa corner Rada Street, Legaspi Village, Makati City
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December 1, 2023

TO: ALL BESALA MEMBERS

SUBJECT: NEW LOAN FORMS AND REQUIREMENTS

Relative to our memo dated November 29, 2023, attached herewith are the New Loan Forms to be used effective December 1, 2023. However, we will accept the old forms until December 15, 2023. When using the old forms you may leave the co-maker portion blank.

Please refer to the following requirements upon loan application:

- Duly accomplished Loan Agreement Form;
- Duly accomplished Promissory Note and Authority to Deduct;
- Two (2) latest pay slips for semi-monthly payroll and One (1) pay slip for monthly payroll employees;
- Latest Employee's Credit Profile;
- Photocopy of Company ID and one (1) Government issued ID (with signature) Back-to-back with three (3) specimen signatures and contact number.

Moreover, we will require the borrower in the Loan Agreement to provide three (3) character references that should not be his/her relatives. This will form part of the credit evaluation of BESALA.

Please take note that the loanable amount will still depend on the single borrower's limit set by the BSP and the evaluation of BESALA.

Please be guided accordingly.

BESALA Management

CC: File