

**CARES 2 Program**  
**Guidelines for Online Applications**

**I. LOAN FEATURES**

<i>Enterprise Definition</i>	Micro enterprises have asset size not exceeding P3.0 million Small enterprises have bigger asset size but not exceeding P15.0 million
<i>Loan Limit</i>	Micro enterprises may borrow from P10.0 thousand up to P200.0 thousand Small enterprises may borrow up to P500.0 thousand
<i>Loan Term inclusive of Grace Period</i>	Maximum of 18 months for loans not more than P50.0 thousand Maximum of 30 months for loans more than P50.0 thousand
<i>Grace Period</i>	Maximum of 6 months; loan amortization will start after the grace period
<i>Loan Amortization after Grace Period</i>	Maximum of 12 months for loans not more than 50.0 thousand Maximum of 24 months for loans more than P50.0 thousand
<i>Interest Rate</i>	Zero
<i>Service Fee (front-end deducted)</i>	6% of approved loan amount if loan term does not exceed 18 months 8% of approved loan amount if loan term exceeds 18 months

**II. DOCUMENTARY REQUIREMENTS**

For ease of loan release as well as to reduce physical contact and minimize community transmission of Covid-19, loan applicants under CARES 2 are required to submit the documentary requirements as part of the online application. Non-submission of these requirements will result to automatic rejection of the loan application.

**A. Identification and Business Registration Documents**

1. One (1) government-issued ID with picture
2. For Micro and small enterprises:
  - a. For loan requests exceeding P50.0 thousand, the following are required:
    - i. Mayor's Business Permit dated within CY 2019; plus
    - ii. Mayor's Business Permit dated within CY 2020, or official receipt (OR) of payment for renewal of Mayor's Business Permit
  - b. For loan requests not exceeding P50.0 thousand, the following are required:
    - i. Barangay Business Permit dated within CY 2019; plus
    - ii. Barangay Business Permit dated within CY 2020
3. For transport-related loans:
  - a. OR/CR of vehicle under the name of the loan applicant
  - b. Valid TNVS accreditation
  - c. valid Certificate of Public Convenience (CPC) permit
  - d. valid LTFRB franchise

**B. Bank Account or Electronic Money Account**

1. For loan requests exceeding P30.0 thousand, the following is required:
  - a. Bank account with Land Bank of the Philippines; or
  - b. Bank account with a bank accredited with PESONet or with InstaPay; or

2. For loan requests not more than P30.0 thousand, the following is required:
  - a. Fully Verified Account with GCash; or
  - b. Upgraded Account with PayMaya; and
3. The following guidelines shall apply:
  - a. The bank/EMA account must be under the name of the loan applicant (or under the name of the corporate entity that is applying for the loan);
  - b. Loan applicants will not be able to proceed with their online application without their bank/EMA account details; and
  - c. SBCorp will not allow a change in bank/EMA account details during the loan release phase, relative to what is indicated in the online loan application.

#### **C. Photos and Videos**

1. Three (3) photos of the enterprise's business signage and fixed assets - i.e. store outlet and/or production area, inventories, equipment and/or vehicles. Image file size should be limited to less than 2 MB; and
2. A one to three minutes video on the business (for ease of uploading, the video may be cut into one minute sections). In the video, the loan applicant must explain its operations prior to the pandemic:
  - a. Products and services;
  - b. Buyers and suppliers;
  - c. Monthly or annual sales; and
  - d. Number and work assignment of employees.

#### **D. Approved Payment Arrangement with Financial Institutions**

In case the loan applicant has an outstanding negative credit track record with any financial institution (FI) prior to the Covid-19 pandemic, a payment arrangement with subject creditor should be secured, and submitted with the online loan application. Otherwise, the loan application will be automatically denied.

### **III. FAST TRACK WINDOW FOR FULLY REGISTERED ENTERPRISES**

#### **A. Additional Documentary Requirements**

Loan processing of applications able to submit the following documents shall be completed in a few working days upon documents verification:

1. SSS registration of employees in 2019, to serve as basis for number of employees prior to the pandemic (for this purpose, the proof of payment to SSS of employee benefits in December 2019 is required); and
2. BIR-filed financial statements (FS) for CY 2019 business operations, to serve as basis for level of annual sales prior to the pandemic. Net income should be positive.

## B. Loan Table for Fully Registered Enterprises

Type of Enterprise	No. of SSS-Registered Employees in 2019	BIR-filed Annual Sales for CY 2019	CARES 2 Loan Amount
Micro or small enterprises	1	P750.0 thousand	P100.0 thousand
	2	P1.50 million	P200.0 thousand
Small Enterprises only, with asset size of more than P3.0 million	3	P2.25 million	P300.0 thousand
	4	P3.00 million	P400.0 thousand
	At least 5	P3.75 million	P500.0 thousand

## IV. CORRECTNESS OF LOAN APPLICATION DETAILS

1. Loan applicants must ensure the correct encoding of their *first, middle and last names*. The name on the application must be the exact same name reflected on the borrower's government issued ID and supporting documents. Otherwise, the loan application shall be rejected. The loan applicant will have to submit a new online application; and
2. Loan applicants must ensure that all information and documentation to be provided on the loan application are true and correct. Any material misrepresentation or false documentation will result to automatic disqualification and said loan applicant would be barred from further applying for a loan under the CARES Program. This is likewise without prejudice to a possible legal action by SBCorp.

## V. PRE-RELEASE REQUIREMENTS

1. For approved loans P100.0 thousand and above, Post Dated Checks (PDCs) are required to be issued to SBCorp prior to actual loan release.
2. Borrowers of less than P100.0 thousand may opt to also issue PDCs.

## VI. CO-BORROWERS

Loan applicants more than 65 years in age require a co-borrower from among their economically active immediate family members.

## VII. CORPORATIONS

In case of Corporations/SEC-registered businesses, the authorized person to file a loan application must be the **Major Owner or Stockholder** who is also the company's authorized signatory or one of the authorized signatories.

For additional information, please contact the P3 Hotline at 8651-3333 for NCR and our toll free hotline 1800 10 651 3333 for those outside Metro Manila.