



CUSTOMER INFORMATION FORM

CIF

Date Prepared:

Type of Organization	Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>	Corporation <input type="checkbox"/>	Cooperative <input type="checkbox"/>
Unionized	Yes <input type="checkbox"/>	No <input type="checkbox"/>	CBA Date of Expiration	
Company Name				
Business Address				
Telephone No.			Email Address:	
Fax No.			Tax Identification No. (TIN)	

Owner / Officers		
Name	Position	Signature

Bank References				
Name of Bank / Branch	Type of Account	Contact Person/s	Position	Telephone Nos.

Trade Reference (Major suppliers with credit limit granted)				
Name of Supplier	Contact Person	Telephone No.	Credit Limit	Credit Terms

Personnel Authorized to Receive Order in Company's Behalf		
Printed Name	Position	Signature

Contact Persons / Key Sales Executive / Officers			
Printed Name	Position	Tel. / Cellphone No.	Signature

Purchasing Department	Effectivity Date	Revision #	Controll #
Form # 001	24-Apr-13	1	
Distribution: Purchasing (white), Customer (blue)			

Required documents to support Accreditation Form

- | | |
|---|--|
| <input type="checkbox"/> Letter of Intetnt | <input type="checkbox"/> Articles of Partnership / Incorporation |
| <input type="checkbox"/> Current Mayor's Permit* | <input type="checkbox"/> SEC Certificate of Registration |
| <input type="checkbox"/> License to Operate (BFAD)* | <input type="checkbox"/> DTI Certificate of Registration |
| <input type="checkbox"/> Income Tax Return | <input type="checkbox"/> BIR Registration |
| <input type="checkbox"/> Sanitary Permit* | <input type="checkbox"/> VAT Registration |
| <input type="checkbox"/> Audited Financial Statement* | <input type="checkbox"/> Company Profile |

**NOTE: please submit updated copies annually.*

Note: Only checks of the banking establishment specified above will be accepted. Other checks issued other than the above banking establishment will be accepted only by the approval of the accounting department of SMC Home Builders, Inc. (The client should give first the complete and correct information of the said new banking establishment).

I hereby agree to accept all terms and conditions specified in your invoice or packing list or delivery receipts. Payments must be made in accordance with agreed terms. Interest will be added at 3% per month on all overdue accounts which shall ne conclusive and binding to the buyer. The court of Manila shall have jurisdiction over any litigation arising out of all transsactions and the customer agree to pay the litigation cost plus attorney's fees. The liability of SMC HOME BUILDERS, INC. for the goods ceases upon delivery in good order to the buyer or public carrier.

I guaranteed that all the information written on this documents submitted to SMC Home Builders, Inc., are true and valid.

Signature over Printed Name

Position / Title

Date

For Accounting Department Use Only

Reviewed by:	Approved by:
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Buyer Signature over Printed Name / Date	Accounting Head Signature over Printed Name / Date
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Accounting Department	Effectivity Date	Revision #	Controll #
Form # 001	24-Apr-13	1	
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