



Unioil Petroleum Philippines Incorporated
Customer Information Sheet

Head Office: 2445 Pedro Gil Street, Sta Ana Manila
 Sales Office: 2701-B West Tower, PSEC, Exchange Road
 Ortigas Center, Pasig City
 Telephone No. 687-8877
 Website: www.unioil.com

Kindly fill-out this form completely, put N/A for items that are not applicable. CODE: _____

I.) Business Information

Registered Business Name:

Business Address		Zip Code:
Region/Area		
Telephone No/s.		
Fax No.		
Corporate Website		
Contact Person:		
Position		
Delivery Address		Zip Code:
Telephone No/s.		
Contact Person:		
Position		

Business Style/Industry:	No. of Years in business:
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Type of Business: <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation
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CEO/Owner	
SEC/DTI Registration No.	
Date Registered	
TIN	
VAT or Zero Rated? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide updated Certification</i>	
Withholding Tax Agent? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If yes, please provide Notice from BIR</i>	

II.) Financial Information

TRADE SUPPLIERS		
Supplier's Name	Address	Contact Number/s

TRADE CUSTOMERS		
Supplier's Name	Address	Contact Number/s

BANK REFERENCES			
Bank Name/Branch	Telephone No.	Contact Person	Account No.

III. Billing and Collection Details *(relevant information to expedite payment processing)*

Billing documents Receiving	
<input type="checkbox"/> Invoice upon delivery <input type="checkbox"/> DR only upon delivery <input type="checkbox"/> DR & Invoice upon delivery	
Contact person to receive original invoice	
Department	
Contact No./Loc. No.	
Email	
Invoice Countering schedule <i>(pls. indicate required attachments)</i>	
Check/EWT Processing & Releasing	
Contact person	
Contact No./Loc. No.	
Department	
Email	
Check Releasing date	
Check Releasing Dept/Center /Address	
Collection procedure details: <i>(kindly indicate if there are other instructions, ex: attach original PO upon counter, cut-off, etc)</i>	

Note: Unioil avails the services of courier companies in sending documents. Once we use this service in transmittal of your delivery receipt and sales invoice, the original copy (white) of Counter Receipt with your signature shall be picked-up by our Sales Representative or messengers.

IV. Required Documents *(please tick the documents submitted)*

<i>Single Proprietorship</i>	<i>Partnership/Corporation</i>
Mayor's Permit	SEC Registration Certificate
DTI Registration	Articles of Incorporation
BIR Registration (Form 2303)	BIR Registration (Form 2303)
Audited Financial Statements (3 yrs)	VAT Zero Rating Certificate <i>(to be provided every year)</i>
Income Tax Return (3 years)	Notice of Appointment from BIR <i>(for withholding tax agents)</i>
Customer Information Sheet (CIS)	Audited Financial Statements (3 yrs)
Customer Order Specimen Signature Card	Income Tax Return (3 years)
Customer Delivery Specimen Signature Card	Customer Information Sheet (CIS)
Customer Check Specimen Signature Card	Customer Order Specimen Signature Card
Sketch of delivery address	Customer Delivery Specimen Signature Card
	Customer Check Specimen Signature Card
	Sketch of delivery address

V. Certification

On the basis of the foregoing information, I/We hereby authorize representative of Unioil Petroleum Phils., Inc. or its authorized third party credit investigator to undertake any investigation it may deem necessary for the proper evaluation of our credit application. I/We hereby warrant the authenticity of all information I/We have written or caused to be written herein.

I/We hereby accept all your credit terms and conditions stated in the quotations, contracts, delivery receipts, invoices which shall form an integral part of the transaction. I/We likewise recognize the option of Unioil Petroleum Phils., Inc. to amend, suspend or cancel at anytime the credit facilities extended to us.

Signed by: (Authorized representative/s)

Signature over printed name/Position

Date _____

Signature over printed name /Position

Date _____