DOCUMENTARY REQUIREMENTS

EURO TOWERS INTERNATIONAL INC.

Section I.

Requirements upon Reservation (All Buyers) — **Due on Reservation Date:** _____

- ☐ Reservation Fee (Cash or Check - Date of Reservation)
- ☐ 2 valid ID's w/ 3 specimen signatures
- ☐ Tin No./Tin ID
- ☐ Completely filled up and signed (All of the following):
  - ☐ Client Registration Form (CRF)
  - ☐ Buyer's Information Form (BIF)
  - ☐ Official Computation Sheet (OCS)
  - ☐ Documentary Requirements (DR)
  - ☐ Reservation Agreement (RA)

Section II.

Requirements within 7 Days* - Employed Locally, Self Employed, or With Business — **Due for Submission on:** _____

**If OFW, for Submission within 15 Days from Reservation Date*

- ☐ Proof of Income (Any of the following):
  - ☐ Pay slip
  - ☐ Certificate of Employment
  - ☐ Job Contract
  - ☐ Bank Statement
- ☐ Proof of Billing (Any of the following)
  - ☐ Telephone Bill/Cellphone
  - ☐ Water Bill
  - ☐ Electricity Bill
  - ☐ Cable Bill
- ☐ SPA form (Notarized/Consularized)
  If the documents are signed by the Attorney In-Fact

Section III.

Requirements within 30 Days - Employed Locally, Self Employed, or With Business — **Due for Submission on:** _____

**If OFW, for Submission within 45 Days from Reservation Date*

A. Requirements for All Buyer Types

- ☐ 4 pcs 1 x 1 ID Pictures
  (Principal Borrower, Spouse, SPA if applicable)
- ☐ Photocopy of: (any of the following or all)
  - ☐ Birth Certificate, if Single
  - ☐ Marriage Contract, if Married
  - ☐ Death Certificate, if Widow
  - ☐ Annulment/Divorce Papers (With Court Order &Finality), if Legally Separated

B. Requirements per Buyer Type

- ☐ **Locally Employed**
  - ☐ Original Certificate of Employment & Compensation
  - ☐ Latest 1 month Pay slip

  Latest ITR/W2
- ☐ **OFW**
  - ☐ Photocopy of Passport
    -If Spa Form is Notarized (showing entry and exit stamped)
  - ☐ Proof of remittance for the past 6 months
  - ☐ Job Contract (authenticated/
  - ☐ If seaman with POEA Stamp(60 days)
  - ☐ Special Power of Attorney
    - ☐ Working abroad but currently in the Philippines
    - ☐ Notarized SPA Form (45 Days)
    - ☐ Working and Currently Abroad
    - ☐ Consularized SPA Showing Visa Status (60 Days)
    - ☐ Payslip
    - ☐ Coe
- ☐ **Self Employed/with Business**
  - ☐ Photocopy of DTI Permit
  - ☐ Bank Statement (average daily balance for the last 6 months)
  - ☐ Passbook
  - ☐ Certificate of Registration
  - ☐ Business Permit
  - ☐ Professional License (if Applicable)
- ☐ **To Be Submitted 6 Months Before Turn-over**
  - ☐ Audited Financial Statement
  - ☐ Latest Income Tax Return with Official Receipt (Photocopy)
  - ☐ Bank Certificate (Certified True Copy)

Section IV.

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THE FOLLOWING DOCUMENTS MUST BE RESUBMITTED ONCE THEY EXPIRE

A. Requirements for All Buyer Types

- ☐ Proof of Income (Any of the following):
  - ☐ Pay slip
  - ☐ Certificate of Employment
  - ☐ Job Contract
  - ☐ Bank Statement
- ☐ Proof of Billing (Any of the following):
  - ☐ Telephone Bill/Cellphone
  - ☐ Water Bill
  - ☐ Electricity Bill
  - ☐ Cable Bill

B. Requirements per Buyer Type

- ☐ **Locally Employed**
  - ☐ Certificate of Employment
  - ☐ 3 Months updated payslip
- ☐ **OFW**
  - ☐ Special Power of Attorney
  - ☐ Job Contract (authenticated)
- ☐ **Self Employed/ with Business**
  - ☐ Business Permit
  - ☐ Professional License (if Applicable)
  - ☐ Bank Statement (average daily balance for the last 6 months)

IMPORTANT REMINDERS:

1. Buyer shall re-submit the necessary documents six (6) months before Turn-over Period of unit (re-documentation for expired documents only).
2. Non-compliance of required documents within the maximum period prescribed as shown in the "Due for Submission" dates above in sections I, II and III shall be subject for cancellation of reservation and forfeiture of all payments made.

I/We undertake to submit the complete requirements listed above within the specified period of compliance as seen in the "Due for Submission" dates above in sections I, II and III.
Failure on my part to comply all required documents shall result to cancellation and forfeiture of our reservation fee and other payments made with Euro towers International, Inc.

CONFORME:

_____ _____

Buyer or SPA (Signature on top of name) **DATE**

I/We hereby certify that I/We understand all the requirements and that I/we personally explained and discussed all the Documentary Requirements together with the Reservation Agreement and the Official Computation Sheet.

_____	_____
Seller (Signature on top of name)	**DATE**

DR/Sep2015/ver.2