

## OFFICE DIRECTORY

### Head Office

17<sup>th</sup> & 18<sup>th</sup> Floors 139 Corporate Center  
Valero St., Salcedo Village, Makati City  
Tel. No. (02) 751-1888  
Fax No. (02) 894-1677 or 813-5726  
Website: [www.sbgfc.org.ph](http://www.sbgfc.org.ph)

### Luzon Offices

La Union Desk Office  
La Union Trade Center  
Quezon Avenue, San Fernando City, La Union  
Telefax No. (072) 242-7647

Isabela Desk Office  
DTI –Isabela Provincial Office  
Alibago, Ilagan, Isabela  
Tel. No. (078) 622-2203 or 622-3748

Bicol Desk Office  
FEDMACSI Building  
Panganiban Drive, Naga City  
Telefax No. (054) 473-9975

### Visayas Offices

Cebu Area Office  
Unit 802-B Keppel Center  
Ayala, Cebu City  
Tel. No. (032) 232-1200  
Telefax No. (032) 234-4500

Iloilo Desk Office  
c/o DTI Region 6  
Mezzanine Floor DTI Building  
J.M. Basa cor. Peralta Sts., Iloilo City  
Tel. No. (033) 335-0060  
Fax No. (033) 335-0083

### Mindanao Offices

Davao Area Office  
2/F Mintrade Building  
Monteverde cor. Sales Sts., Davao City  
Tel. No. (082) 221-1488  
Fax No. (082) 221-0858

Cagayan de Oro Desk Office  
c/o DTI Region 10  
Corrales cor. Luna Sts., Cagayan de Oro City  
Tel. No. (088) 231-5703



# SME-FIT

## (Financing for Information Technology Build-up)

A direct lending facility of Small Business Corporation intended to help SMEs develop some degree of IT capability in terms of simple hardware facilities and software solutions.

### Minimum Borrower Qualifications

1. The IT provider must be a local SME corporation; IT provider refers to distributors of ready-made packages i.e. hardware and software
2. With at least two years profitable track record in the industry, with BIR-filed net income of not less than P10,000 for the past immediate year
3. Asset size not less P500 Thousand and more than P100 Million (excluding the value of land)
4. Latest financial ratios (based on in-house financials)
  - At least 1.2 current ratio
  - At most 70:30 debt-equity ratio

### Loan Scheme

- Loan shall be through a rediscounting scheme using IT providers as the conduit and primary borrower

### Loan Amount

- Shall be in a form of a Credit Line
- Up to P10.0 Million for medium-sized IT providers (with asset size of at least P15.0 Million based on ITR financials)
- Up to P5.0 Million for small IT providers

### Loan Availment

- The IT provider shall avail of drawdowns on the credit line which shall be payable quarterly for not more than 18 months, inclusive of three months grace period on principal

- Drawdowns shall have a sub-limit of P500 Thousand which should be liquidated prior to the next avallment
- The IT provider shall offer package offerings with not more than five options, as supported by postdated checks (PDCs) of the SME buyer
- The SME buyer should be required to make a deposit of at least 20% on the cost of the IT package; financing not to exceed P200 thousand per SME buyer

- c. Out of Town Processing Fees
  - None for Metro Manila, Cebu and Davao
  - P2,000.00 for CALABAR and Region 3 provinces
  - P4,000.00 or actual air fare for the rest of the country

#### Collateral Cover

- The loan shall be secured by the JSS of the owners
- May be on clean basis up to P1.0 Million, beyond which the loan should be at least 50% secured by hard collateral

#### Documentary Requirements for Liquidation

- Notarized promissory note and amortization schedule between the IT provider and the SME buyer, and with assignment thereof in favor of SBC
- Notarized deed of undertaking by the SME buyer allowing the IT provider to pull out IT package in case of default on payment
- Photocopy of the SME buyer's PDCs
- SME buyer's ITR-financials
- SME buyer's information sheet/CI as gathered by the IT provider

#### Interest Rate and Fees

1. Interest Rates (starting 1<sup>st</sup> Quarter 2006)\*
  - a. Fully Secured Loans – 9.7% p.a.
  - b. Partially/At Least 50% Secured Loans - Plus 1.0 percentage point
  - c. Partially/Less than 50% Secured Loans - Plus 2.0 percentage points

*\*Fixed rate, based on diminishing balance*

2. Service Fees *(to be deducted from loan proceeds; no front-end fees)*
  - a. Evaluation Fee - 1/2 of 1% of approved loan but not less than P3,000
  - b. Processing Fee - 1/2 of 1% of loan release

#### Documentary Requirements

- Upon Loan Application
  - a. Accomplished business loan application form (with picture)
  - b. Notarized client information sheet
  - c. Latest in-house and BIR-filed financial statements
  - d. Business registration papers
  - e. Location map of the project
- Before Project Visit
  - a. Board Resolution to borrow and on signatories (and on mortgage, if applicable)
  - b. Proof of at least one year savings account for loan applications P500,000 and up
  - c. Certification on bank loans
  - d. Proof of ownership registration of the collateral properties offered to secure the loan
  - e. Location map of real estate collateral properties
  - f. Proof of billing-residential and business address
  - g. Copy of latest OR from lessor, in case of rented business site
  - h. List of suppliers, buyers and creditors (with contact numbers)
- During Project Visit
  - a. Accomplished Small Business Corporation signature card, as facilitated by its account officer
  - b. Past two years in-house financial statements, if applicable
  - c. Proof of historical sales transactions
  - d. Copy of bank statement or passbook to serve as support to sales verification
  - e. Breakdown of accounts receivables
  - f. Copy of official receipt of the business