



CREDIT INFORMATION CORPORATION

Dear Submitting Entity:

As we are establishing a comprehensive credit information system to address the need for a reliable and centralized credit database in the Philippines, the Credit Information Corporation ("CIC") is especially mindful of the confidential nature of the sensitive information the database will contain. Thus, the CIC has established, among others - stringent internal control procedures, to ensure the utmost confidentiality, reliability, and accuracy of the credit data.

For this purpose, kindly accomplish and submit the **Submitting Entity Information Sheet** and attached thereto a **Secretary's Certificate** (template of which is enclosed herewith) designating your duly authorized persons/ representatives to submit the credit data of your borrowers or data subjects as defined and pursuant to the requirements of Republic Act No. 9510 to the CIC; as well as access the error report folders of the CIC's Credit Information System.

We hope you find this in order.

Thank you.

Very truly yours,

JAIME CASTO JOSE P. GARCHITORENA
President

TEMPLATE

REPUBLIC OF THE PHILIPPINES}

_____} S.S.

SECRETARY'S CERTIFICATE

I, _____, Filipino, of legal age, with address at _____, under oath, state:

1. I am the duly elected Corporate Secretary of _____ (the "Cooperative"), a cooperative duly organized and existing under and by virtue of the laws of the Republic of the Philippines with office address at _____.

2. As Corporate Secretary, I have possession of the records of the Cooperative.

3. During the Regular/ Special Meeting of the Board of Directors held on _____ at _____, wherein a quorum was present and acted throughout, the following resolutions were unanimously approved and adopted:

"RESOLVED, AS IT IS HEREBY RESOLVED, that _____ is the authorized representative of the Cooperative to sign the *Submitting Entity Information Sheet* to be submitted to the Credit Information Corporation;

"RESOLVED, AS IT IS HEREBY RESOLVED, that the following employees/ personnel of the Cooperative are duly authorized to submit the credit data of the Cooperative's borrowers or data subject as defined and pursuant to the requirements of Republic Act No. 9510 to the Credit Information Corporation (CIC); as well as access the error report folders of CIC's Credit Information System:

<u>Name</u>	<u>Designation</u>
_____	_____
_____	_____
_____	_____
_____	_____

The foregoing names shall likewise be indicated in the Submitting Entity Information Sheet to be submitted to the CIC.

TEMPLATE

RESOLVED FINALLY, that the following resolutions shall remain valid and binding unless the Cooperative, through its Corporate Secretary, issues and transmits to the CIC a subsequent Board Resolution or Secretary's Certificate expressly repealing or amending any or all of these resolutions."

4. The foregoing resolution has not been revoked, modified or suspended, and shall remain in full force and effect, and may be relied upon unless written notice to the contrary is issued by the Cooperative.

IN WITNESS WHEREOF, I hereby affix my signature this _____ at _____.

Corporate Secretary

SUBSCRIBED AND SWORN to before me this __ day of _____
_____ at _____, affiant exhibiting to me his/her government issued identification card valid until _____ in _____.

Doc. No. ____;
Page No. ____;
Book No. ____;
Series of ____.