

DATE : _____

**THE ACCREDITATION COMMITTEE
CITYLAND DEVELOPMENT CORPORATION**
2/F Cityland Condominium 10 Tower II
154 H. V. Dela Costa Street, Ayala North, Makati City
Telephone Nos. : 893-60-60 locals 272/274

Sir/Madam:

We would like to apply as one of your SUPPLIERS for the following PRODUCTS/ITEMS:

Our Other specialties are: _____

1. COMPANY NAME: _____

2. OFFICE ADDRESS: _____

3. Telephone Nos.: _____

Contact Person: _____

4. Established/Incorporated since : _____

5. Capital: Authorized : _____ Paid-up: _____

6. From our latest financial statement dated : _____, 20_____

- a. Current Assets: _____
- b. Fixed Assets : _____
- c. Total Assets : _____
- d. Liabilities: _____
- e. Equity : _____

7. We deal with the following bank/financial institutions: (Please give at least 3)

NAME/BRANCH :	SAVINGS ACCT.#	CURRENT ACCT.#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

8. Our trade references / suppliers are the following companies : (Please give at least 3)

NAME/ADDRESS:	AMOUNT/TERMS	Contact person/ Telephone#
_____	_____	_____
_____	_____	_____
_____	_____	_____

9. THREE (3) EXECUTIVE OFFICERS/OWNERS RUNNING THE COMPANY :

	(A)	(B)	(C)
Full Name	_____	_____	_____
Middle Name	_____	_____	_____
Position	_____	_____	_____
Direct Tel.#	_____	_____	_____
Birthday	_____	_____	_____
Present residential address	_____	_____	_____
Res. Tel. Nos.	_____	_____	_____
Personal bank	_____	_____	_____
Branch	_____	_____	_____
Acct. #	_____	_____	_____
Are you authorized to sign for the company: Yes () / No ()	Yes () / No ()	Yes () / No ()	
Spouse's Name	_____	_____	_____
Middle Name	_____	_____	_____

10. LIST OF OUR BIGGEST CLIENTS/CUSTOMERS within the last TWO (2) YEARS:

A. NAME OF CLIENT/CUSTOMER : _____
(OR COMPANY NAME)
CONTACT PERSON / TELEPHONE NO. : _____
SPECIFIC ITEMS SUPPLIED : _____
BRAND/PRODUCT NAME : _____
FOR WHICH PROJECT : _____
ADDRESS OF PROJECT : _____
DATE INSTALLED/SUPPLIED : _____
CONTRACT AMOUNT : _____

B. NAME OF CLIENT/CUSTOMER : _____
(OR COMPANY NAME)
CONTACT PERSON/TELEPHONE NO. : _____
SPECIFIC ITEMS SUPPLIED : _____
BRAND/PRODUCT NAME : _____
FOR WHICH PROJECT(?) : _____
ADDRESS OF PROJECT : _____
DATE INSTALLED/SUPPLIED : _____
CONTRACT AMOUNT : _____

C. NAME OF CLIENT/CUSTOMER : _____
(OR COMPANY NAME)
CONTACT PERSON / TELEPHONE NO. : _____
SPECIFIC ITEMS SUPPLIED : _____
BRAND/PRODUCT NAME : _____
FOR WHICH PROJECT(?) : _____
ADDRESS OF PROJECT : _____
DATE INSTALLED/SUPPLIED : _____
CONTRACT AMOUNT : _____

D. NAME OF CLIENT/CUSTOMER : _____
(OR COMPANY NAME)
CONTACT PERSON / TELEPHONE NO. : _____
SPECIFIC ITEMS SUPPLIED : _____
BRAND/PRODUCT NAME : _____
FOR WHICH PROJECT : _____
ADDRESS OF PROJECT(?) : _____
DATE INSTALLED/SUPPLIED : _____
CONTRACT AMOUNT : _____

E. NAME OF CLIENT/CUSTOMER : _____
(OR COMPANY NAME)
CONTACT PERSON / TELEPHONE NO. : _____
SPECIFIC ITEMS SUPPLIED : _____
BRAND/PRODUCT NAME : _____
FOR WHICH PROJECT(?) : _____
ADDRESS OF PROJECT : _____
DATE INSTALLED/SUPPLIED : _____
CONTRACT AMOUNT : _____

F. NAME OF CLIENT/CUSTOMER : _____
(OR COMPANY NAME)
CONTACT PERSON / TELEPHONE NO. : _____
SPECIFIC ITEMS SUPPLIED : _____
BRAND/PRODUCT NAME : _____
FOR WHICH PROJECT(?) : _____
ADDRESS OF PROJECT : _____
DATE INSTALLED/SUPPLIED : _____
CONTRACT AMOUNT : _____

G. NAME OF CLIENT/CUSTOMER : _____
(OR COMPANY NAME)
CONTACT PERSON / TELEPHONE NO. : _____
SPECIFIC ITEMS SUPPLIED : _____
BRAND/PRODUCT NAME : _____
FOR WHICH PROJECT(?) : _____
ADDRESS OF PROJECT : _____
DATE INSTALLED/SUPPLIED : _____
CONTRACT AMOUNT : _____

In case we would be awarded a contract, we will allow any OFFICER / REPRESENTATIVE appointed by CITYLAND DEVELOPMENT CORPORATION to review and give constructive suggestions on the contract of agreement or procedures for purposes of cost savings.

ATTACHED HERewith ARE THE FOLLOWING DOCUMENTS:

- A. ORGANIZATIONAL CHART of officers & key personnel
- B. BIO-DATA of Top management / Executive officers or owners
- C. List of other previous clients/customers prior to the period required on pages 3 & 4.
- D. PHOTOCOPIES of Audited Financial Statements for the last 2 years
- E. PHOTOCOPIES of DTI / OR SEC DOCUMENTS
- F. PHOTOCOPIES of BUSINESS LICENSES, MAYOR'S PERMIT, CERTIFICATE of REGISTRATION
- G. PHOTOCOPIES of LATEST ANNUAL INCOME TAX RETURN (1701 or 1702) – WITH BIR STAMP
- H. HAND-OUTS/BROCHURES of PRODUCT LINES (optional)

We hereby certify that all the above information is true to the best of our knowledge and that CITYLAND DEVELOPMENT CORPORATION is authorized to conduct verifications or obtain other details as may be required for the purpose of evaluating our application for accreditation.

Very truly yours,

(Print & Sign)

(Authorized representative of the company)