



## Application checklist for Personal and Auto Loans

At RBC Royal Bank™ we are committed to making banking convenient and easy.

### Documentation required for processing your loan

a. **All clients** (please refer below for additional requirements based on your client type)

- Documents to support evidence of loan including:
  - Estimates
  - Pro Forma Invoice

**For new cars only\***

- Car Purchase Order or Pro Forma Invoice
- Document indicating proof of Board of Inland Revenue (BIR) file number:
  - For employed persons: e.g. pay slip, tax return, tax assessment
  - For companies including personal holding companies. e.g. Tax return
  - For individuals without a BIR number. Apply directly to BIR for assessment

*\*The bank reserves the right to request an independent appraisal on any new vehicle*

**For used cars only** (including local second hand and foreign used)

- Car purchase order or 'agreement for sale' letter from current owner
- Formal appraisal is mandatory from recognized Valuator

b. **New clients** (refer below for additional documentation for self-employed individuals)

- Two (2) of the following valid forms of photo identification: Passport, National Identification Card or Driver's License. Where applicable, name changes must be evidenced by Marriage License, Affidavits, Deed Poll, etc.
- Proof of permanent address (not older than 1 year) e.g. Utility Bill, Tax Assessment
- Proof of occupational income (where applicable) e.g. Job letter stating employment (not older than 3 months) and previous month's pay slips.
- Bank reference letter for non-residents **only**.

c. **Existing clients**

To ensure that your personal information is updated on our records, please provide the following:

- Valid photo identification
- Proof of permanent address (not older than 1 year) (e.g. utility bill, tax assessment)
- Proof of occupational income (where applicable) e.g. Job letter stating employment (not older than 3 months) and previous month's pay slips.

d. **Self-Employed clients**

The following documentation is required for processing your request:

- Evidence of income for two (2) consecutive years to replace proof of occupational income stated above
- Comprehensive Profit & Loss Statement and deposit activity to support Profit & Loss