

**\FORMAT OF DISCLOSURE STATEMENT ON SMALL BUSINESS/RETAIL/CONSUMER  
CREDIT(Appendix to Sec. 306 on Information to be Disclosed)**

\_\_\_\_\_  
(Business Name of Creditor)

DISCLOSURE STATEMENT ON LOAN/CREDIT TRANSACTION  
(As Required under R.A. No. 3765, Truth in Lending Act)

NAME OF BORROWER \_\_\_\_\_

ADDRESS \_\_\_\_\_

**1. LOAN AMOUNT**

P	XXX
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**2. OTHER BANK CHARGES/DEDUCTIONS COLLECTED<sup>1</sup>**

P	XXX
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a. Documentary/Science Stamps P \_\_\_\_\_

b. Mandatory Credit Insurance \_\_\_\_\_

c. Others (Specify) \_\_\_\_\_

**3. NET PROCEEDS OF LOAN (Item 1 less Items 2 and 3)**

P	XXX
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**4. SCHEDULE OF PAYMENTS**

a. Single payment due on

date	P XXX
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b. Installment Payments

(Please see attached amortization schedule)

**5. EFFECTIVE INTEREST RATE (Interest and Other Charges)**

XXX%
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**Explanation: The effective interest rate is higher than the contractual interest rate of % because of Item 2 deductions above.**

**6. CONDITIONAL CHARGES THAT MAY BE IMPOSED (if applicable). Please specify manner of imposition:**

a. Late Charge P \_\_\_\_\_

b. Prepayment (penalty/refund) \_\_\_\_\_

c. Others (Specify) \_\_\_\_\_

\_\_\_\_\_

CERTIFIED CORRECT:

\_\_\_\_\_  
(Signature of Creditor/Authorized  
Representative Over Printed Name)

\_\_\_\_\_  
Position

I ACKNOWLEDGE RECEIPT OF A COPY OF THIS STATEMENT PRIOR TO THE CONSUMMATION OF THE CREDIT TRANSACTION

\_\_\_\_\_  
(Signature of Borrower over  
Printed Name)

\_\_\_\_\_  
Date

**AMORTIZATION SCHEDULE**  
**(Sample Only)**

Installment (A)	Loan (B)	Principal (C)	Interest (D)	Total (E)	O/SBalance (F)
	xxx				xxx
1		xxx	xxx	xxx	xxx
2		xxx	xxx	xxx	xxx
3		xxx	xxx	xxx	xxx
4		xxx	xxx	xxx	xxx
5		xxx	xxx	xxx	xxx
6		xxx	xxx	xxx	xxx
7		xxx	xxx	xxx	xxx
8		xxx	xxx	xxx	xxx
9		xxx	xxx	xxx	xxx
10		xxx	xxx	xxx	xxx
11		xxx	xxx	xxx	xxx
12		xxx	xxx	xxx	xxx
	Total	xxx	xxx	xxx	

*Legends:*

- A - Number of installment periods based on loan term*
- B - Gross amount of loan*
- C - Installment payment on the principal*
- D - Installment payment on the interest*
- E - Total amortization payment for the installment period*
- F - Outstanding principal balance of the loan*

Footnotes

1. **Notes**

Itemize all charges including advance deductions

- Small business/Retail/Consumer Loans includes microfinance, auto (motor), salary, personal, medical, educational and other loans of similar nature
- This document contains the minimum information required to be disclosed to the borrower and may be enhanced to improve client information