

**\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 |
|---|-----|

2. OTHER BANK CHARGES/DEDUCTIONS COLLECTED¹

| | |
|---|-----|
| P | XXX |
|---|-----|

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 |
|---|-----|

4. SCHEDULE OF PAYMENTS

a. Single payment due on

| | |
|------|-------|
| date | P XXX |
|------|-------|

b. Installment Payments

(Please see attached amortization schedule)

5. EFFECTIVE INTEREST RATE (Interest and Other Charges)

| |
|------|
| XXX% |
|------|

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