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| **Annex A - Checklist of Documentary Requirements** |
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| 1. Purchase of Real Properties  |
| **General Requirements** |
| * Copy of TCT/CCT. Must be free from any lien or encumbrances.
 |
| * Board Resolution to include the following:

a. Purpose of the property:

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| --- | --- |
| **Allowable Properties** | **Legal Basis** |
| Occupied by the Company | Section 206(b)(1) |
| Housing Projects | Section 208(a) |
| Held for Income Production | Section 208(b) |

b. Development plan, as applicable. |
| * Photocopy of Notarized Deed of Absolute Sale
 |
| * All other terms and conditions of the purchase
 |
| **Additional Requirements for Properties Held for Income Production** |
| * Statement of Rental Income/5-year Projected Income
 |
| * Rental/Lease Contract
 |
| * All other terms and conditions of the purchase
 |
| **Additional Requirements for Housing Projects** |
| * License issued by relevant regulatory authority
 |
| * All other terms and conditions of the purchase
 |
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| 2. Valuation of Real Properties  |
| * Appraisal Report by an appraisal company duly accredited by SEC
 |
| * Copy of TCT/CCT. Must be free from any lien or encumbrances.
 |
| * Latest real estate tax declaration
 |
| * Latest real estate tax payment official receipt
 |
| * List of existing real properties classified per asset class
 |
|  |
| 3. Infrastructure Projects under the Philippine Development Plan |
| * Written request addressed to the Insurance Commissioner for approval to invest in an infrastructure project/ activity;
 |
| * Regulated entity’s Board Resolution approving the investment in the infrastructure project;
 |
| * Latest Audited Financial Statement of the Private Proponent (for existing projects);
 |
| * Copy of the Government Approval of the Project; and
 |
| * Financial projections accompanied by supporting documents and scenario analysis or stress testings to assess the company's resilience against severe but plausible macroeconomic stresses affecting the infrastructure projects/activities.
 |
| 4. Electronic Data Processing (EDP) Equipment/Machines |
| * Copy of Official Receipt/Proof of Acquisition
 |
| * Summary of Purchased Equipment
 |
| * Board Resolution
 |
| * Aggregate amount of EDP as of the date of request
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