

PETRON FLEET CARD LIST OF REQUIRMENTS		
Corporations	Partnerships	Sole Proprietorships
1 Application Form and Signed Terms & Conditions see file: PFC Application Form.doc see file: PFC Terms & Conditions 2015.pdf	1 Application Form and Signed Terms & Conditions see file: PFC Application Form.doc see file: PFC Terms & Conditions 2015.pdf	1 Application Form and Signed Terms & Conditions see file: PFC Application Form.doc see file: PFC Terms & Conditions 2015.pdf
2 Applicant Form 2 (Vehicle Details) see file: Vehicle Data Form.xls	2 Applicant Form 2 (Vehicle Details) see file: Vehicle Data Form.xls	2 Applicant Form 2 (Vehicle Details) see file: Vehicle Data Form.xls
3 Company Profile with list of officers and history	3 Company Profile with list of officers & history	3 Company Profile with list of officers and history
4 Latest Income Tax Return (ITR)	4 Latest Income Tax Return (ITR)	4 Latest Income Tax Return (ITR)
5 Latest Audited Financial Statements (Kindly submit in-House F/S as well to speed up application process)	5 Latest Audited Financial Statements (Kindly submit in-House F/S as well to speed up application process)	5 Latest Audited Financial Statements (Kindly submit in-House F/S as well to speed up application process)
6 SEC Registration w/ Articles & By-Laws	6 SEC Registration with Articles of Inc.	6 DTI Registration
7 Latest Mayor's Permit	7 Latest Mayor's Permit	7 Latest Mayor's Permit
8 Tax Certificate of Registration BIR Form 2303 (Including Top 20,000 Cert. If company is an authorized Withholding Tax Agent)	8 Tax Certificate of Registration BIR Form 2303 (Including Top 20,000 Cert. If company is an authorized Withholding Tax Agent)	8 Tax Certificate of Registration BIR Form 2303 (Including Top 20,000 Cert. If company is an authorized Withholding Tax Agent)
9 Notarized Secretary's Certificate WITH BOARD RESOLUTION see file: PFC Sec. Certificate Template_2013.doc	9 Notarized Partnership Resolution a. authorizing company to apply or the Fleet Card b. designating authorized signatory c. guarantying payments for all the cards	9 Copy of Valid I.D. Driver's License and/or Company I.D.
10 Certificate of Registration & Tax Exemption (If Zero-Rated/ PEZA)		# Latest Proof of Billing (Meralco or PLDT)
MINIMUM OF 10 VEHICLES /FLEET CARD 2,000 liters consumption per month	MINIMUM OF 10 VEHICLES /FLEET CARD 2,000 liters consumption per month	MINIMUM OF 10 VEHICLES /FLEET CARD 2,000 liters consumption per month