



CWI Corporate Center

1050 Quezon Avenue, Brgy. Paligsahan, Quezon City, Philippines 1103

Landline: 441-2190

CUSTOMER INFORMATION SHEET						
INFORMATION						
<b>A. Individual/Sole Proprietorship</b>						
Name						
Address						
Contact Person						
Contact Numbers	Mobile		Landline		Fax	
<b>B. Company (Partnership/Corporation/Others)</b>						
Company Name						
Company Address						
Website						
Contact Person						
Contact Numbers	Mobile		Landline		Fax	
AUTHORIZED SIGNATORIES						
Name	Designation	Signature	Contact/Email			
REGISTRATIONS						
BIR TIN						
VAT Registration	VAT ( )		Non-VAT ( )			
REFERENCES						
Major Supplier	Contact Person	Contact Number	Payment Terms			
1						
2						
3						
REQUIRED DOCUMENTS						
<b>A. For Individuals</b>						
1. Photocopy of at least two government issued ID (SSS, Driver's License, PRC, etc.)					( )	
2. Proof of Billing					( )	
3. Map or sketch of billing address					( )	
4. TIN ID					( )	
<b>A. For Sole Proprietorship</b>						
1. Company Profile					( )	
2. DTI Certificate					( )	
3. Latest Audited Financial Statement					( )	
4. Mayor's Permit					( )	
5. Proof of billing address					( )	
6. BIR Certificate of Registration (COR 2303)					( )	

**B. For Partnership and Corporation**

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|---|-----|
| 1. Company Profile                            | ( ) |
| 2. Articles of Incorporation                  | ( ) |
| 3. Latest Audited Financial Statement         | ( ) |
| 4. SEC Certificate                            | ( ) |
| 5. General Information Sheet (GIS)            | ( ) |
| 6. Mayor's Permit                             | ( ) |
| 7. Proof of billing address                   | ( ) |
| 8. BIR Certificate of Registration (COR 2303) | ( ) |
| 9. Organizational Chart                       | ( ) |

I hereby certify that the above details are true.

\_\_\_\_\_  
**Name and Signature**

\_\_\_\_\_  
**Date Completed**