



V. Major Clients/Customers (Based on 2010: Total Sales)

Major Clients	% Share to Total Sales	CONTACT		Years of Partnership
		Person	Details	

VI. Major Banks

Bank Name	Account No.	Branch

VII. Safety Advocacy

VIII. Sales Status

COMPANY TOTAL NET SALES		
Year 2010	Year 2011	Year 2012

IX. Documents for Submission

Please submit the following requirements	Submission (to be filled-out by MATIC)	
1 Photocopy of BIR Certificate of Registration	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2 Photocopy S.E.C Registration	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3 Articles of Incorporation and Corporate By Laws	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4 Photo copy of ISO Certificate (ex. QS9000, ISO 14001	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5 AUDITED FINANCIAL STATEMENT of the PREVIOUS YEAR	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Photocopy OR, Invoice and DR	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7 Board Resolution (if company change name)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8 Sample items (if applicable)	<input type="checkbox"/> Yes	<input type="checkbox"/> No

IMPORTANT:
 Please fill-out this form as completely and accurate as possible
 All information will be treated with utmost confidentiality

Prepared By: _____ Date: _____
 (Signature over printed Name)

THIS AREA IS TO BE FILLED OUT BY MATIC PROCUREMENT.

Customer Evaluation			Result
Safety	Quality	Delivery	

Active Account	Bank Officer
<input type="checkbox"/> Active <input type="checkbox"/> Inactive	
<input type="checkbox"/> Active <input type="checkbox"/> Inactive	
<input type="checkbox"/> Active <input type="checkbox"/> Inactive	

Evaluation Summary		
Criteria	Evaluation	Remarks
1. Submission of All Required Documents		
2. Years. Of Operation		
3. Background Checking		
i. Major Clients		
ii. Major Banks		
4. Company Stability		
Overall Evaluation		

Evaluated by:	Verified by:	Approved by: