



Citizen's Charter

HGC-CHAR-BDAED
REV. 03 / MAY 26, 2017

APPLICATION FOR GUARANTY LINE UNDER REPUBLIC ACT NO. 8763, OTHERWISE KNOWN AS THE HOME GUARANTY CORPORATION ACT OF 2000

DESCRIPTION OF SERVICE

Processing of guaranty line application, interchangeably known as guaranty facility, under RA No. 8763 involves the determination of the eligibility of a financial institution for the guaranty and incentives provided under the law.

The Guaranty line extended to the financial institution by the HGC, is a facility whereby the housing-related loans and financial transactions may be enrolled for guaranty coverage.

CLIENTS

Banks, Building and Loan Associations, Investment House, Trust Companies, Insurance Companies, Lending institutions, Cooperatives, Microfinance entities, and Housing Developers that provide funds for homebuyers and housing developments.

REQUIREMENTS

A. FOR BANK APPLICANT

- COMPANY PROFILE
 - Company background
 - SEC Registration & Articles of Incorporation & By-Laws
 - Shareholders with breakdown of shares of stocks (Authorized, Subscribed & Paid-up)
 - Principal officers & their bio-data
 - Organizational Structure
 - Secretary's Certificate evidencing Board's approval for a guaranty line application.
 - Services offered

2. FINANCIALS

- Audited Financial Statements for the past three (3) years
- Certification on CAMELS rating with authority for HGC to verify with the BSP

3. CREDIT POLICIES & GUIDELINES FOR HOME LENDING AND DEVELOPMENTAL LENDING PROGRAM

4. PROSPECTIVE ENROLLMENTS in terms of

- Value of Housing Loans Portfolio
- Interest Rate Setting and current rate
- Collection Efficiency for housing loans

B. FOR NON-BANK FINANCIAL INSTITUTION

- COMPANY PROFILE
 - Company background
 - SEC Registration & Articles of Incorporation & By-Laws for Corporations; Articles of Partnership for Partnerships; DTI Registration Certificate for Sole Proprietors
 - Shareholders with breakdown of authorized, subscribed & paid-up shares of stocks (for Corporations)
 - Secretary's Certificate evidencing Board's approval for a guaranty line application (for Corporations)
 - Principal officers & their bio-data
 - Organizational Structure
 - Services Offered

2. FINANCIALS

- Audited Financial Statements for the past three (3) years

3. CREDIT POLICIES & GUIDELINES FOR HOME LENDING AND DEVELOPMENTAL LENDING PROGRAM

4. PROSPECTIVE ENROLLMENTS in terms of

- Value of Housing Loans Portfolio
- Interest Rate Setting and current rate
- Collection Efficiency for housing loans

C. FOR REAL ESTATE DEVELOPERS

- COMPANY PROFILE
 - Company background
 - SEC Registration & Articles of Incorporation & By-Laws for Corporations; Articles of Partnership for Partnerships; DTI Registration Certificate for Sole Proprietors
 - Shareholders with breakdown of authorized, subscribed & paid-up shares of stocks (for Corporations)
 - Principal officers & their bio-data
 - Organizational Structure
 - Secretary's Certificate evidencing Board's approval for a guaranty line application (for Corporations)
 - List of creditors, contractors, suppliers and relationship-banks indicating the name of contact person and telephone number
 - List of completed and on-going projects including location, type of development, selling price and period of development

2. FINANCIALS

- Audited Financial Statements for the past three (3) years

3. CREDIT POLICIES & GUIDELINES FOR HOME LENDING AND DEVELOPMENTAL LENDING PROGRAM

4. PROSPECTIVE ENROLLMENTS in terms of

- | | |
|-------------------------|---------------------------------|
| 4.1 Buyers' eligibility | 4.4 Interest rate |
| 4.2 Downpayment | 4.5 Credit Management Structure |
| 4.3 Term of the CTS | 4.6 Approving Authority |

TOTAL PROCESSING TIME

37 working days from date of official filing/ acceptance of complete application documents.

FEES

Application Fee : P10,000.00

SCHEDULE OF AVAILABILITY OF SERVICE

Monday to Friday, 8:00 AM to 5:00 PM

ADDRESS AND CONTACT INFORMATION

Business Development and Accounts Evaluation Department	Direct Lines : (+632) 896-4116; 752-5322; 896-4122
Guaranty Group	
Home Guaranty Corporation	Telefax : (+632) 896-4114
4/F Jade Building, 335 Sen. Gil Puyat Ave. Makati City	Website : http://www.hgc.gov.ph

HOW TO AVAIL OF THE SERVICE

STEP No.	CLIENT'S STEP	AGENCY'S ACTION	DURATION OF ACTION	PERSON/DEPARTMENT IN-CHARGE	OFFICE LOCATION
①	Submit application letter together with complete documentary requirements	1. Check completeness of application requirements 2. If complete, prepare Payment Acceptance Order (PAO) for application fee	1 working day	Account Officer, BDAED	4/F Jade Bldg.
②	Pay application fee upon presentation of PAO	Receive payment and issue Official Receipt (OR)		Cashier, Treasury Department	2/F Jade Bldg.
③	Officially file the application, present OR and submit photocopy of OR and two copies of PAO	1. Stamp-receive the application documents indicating the date and time of receipt 2. Forward application documents to BDAED, Manager		Account Officer, BDAED VP-Guaranty Group	4/F Jade Bldg.
④		Evaluates application and pre-qualification requirements.	8 working days	Account Officer, BDAED	4/F Jade Bldg.
⑤		AO sends official letter to client (signed by BDAED Manager) informing them of the completeness or documentary deficiency of the application.		Account Officer, BDAED Manager, BDAED	4/F Jade Bldg.
⑥		AO prepares / revises Memorandum for presentation to the HGC Executive Board Committee: • Conduct financial analysis • Verify credit status on the applicant-institution and its key officers		Account Officer, BDAED	4/F Jade Bldg.
⑦		BDAED Manager reviews Memorandum.		Manager, BDAED	4/F Jade Bldg.
⑧		VP-Guaranty Group reviews Memorandum.	9 working days	VP-Guaranty Group	4/F Jade Bldg.
⑨		OEVP reviews Memorandum.		Executive Vice President	3/F Jade Bldg.
⑩		OP reviews Memorandum.			
⑪		Presentation to the Executive Board Committee.	1 working day	Manager, BDAED VP-Guaranty Group	4/F Jade Bldg.
⑫		Upon approval by the Executive Board Committee, revise and finalize Memorandum for the Board of Directors	3 working days	Account Officer, BDAED Manager, BDAED VP-Guaranty Group Executive Vice President Corporate Secretary	3/F Jade Bldg.
⑬		Presentation and approval by the HGC Board of Directors of the guaranty line application.	1 working day	Manager, BDAED VP-Guaranty Group	4/F Jade Bldg.
⑭		Upon approval, Corp. Sec. to furnish the following to BDAED: 1. Board Resolution No. (BRN) 2. Secretary's Certificate	3 working days	Corporate Secretary	3/F Jade Bldg.
⑮		Guaranty Group prepares and sends the following Approval Documents to the Client: 1. Notice of Guaranty Line Approval 2. Draft of the Contract of Guaranty	11 working days	Account Officer, BDAED Manager, BDAED VP-Guaranty Group Legal Officer Executive Vice President	4/F Jade Bldg.
⑯		Guaranty Group confirms receipt by Client of Approval Documents.		Records Unit Account Officer, BDAED	2/F Jade Bldg.
End of Transaction (37 working days)					

