

<input type="checkbox"/> Manager <input type="checkbox"/> Staff				
	Principal Applicant		Spouse	
Name				
Home Address				
Civil Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Widowed			
Employment Details	Employee No.	Hiring Date	Employer	Position
Repair/Renovation estimate from Contractor: Php _____			Date of Application	
Amount of Loan Applied For:			Php _____	
Purpose of Loan:			Term of Loan (Maximum of 5 years)	
Details of property to be renovated/repared:				
Registered Owner			Land Title/TCT No.	
Location			Liens/ Encumbrances	
Employee's Signature over Printed Name			Date	

Strategic Human Resources Review/Approval Is net take home pay within requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewed by Date
Recommendation <input type="checkbox"/> Entitled <input type="checkbox"/> Not Entitled	Recommended by Date
Approved by Chief Human Resources Officer	Date

CHECKLIST OF REQUIREMENTS

- ☐ Duly accomplished loan application form
- ☐ Service years of at least 5 years
- ☐ Photocopy of the Certified True Copy of TCT or Condominium Certificate of Title, whichever is applicable, issued by the Register of Deeds
- ☐ Quotation for the house repair / renovation from the contractor
 - Bill of materials
 - Specification/Scope of Work Plan
- ☐ Pictures before and after the renovation

HOUSE REPAIR/RENOVATION LOAN PROMISSORY NOTE

For value received, I/We promise to pay Ayala Corporation at its office in Makati City, the sum of **PESOS:** _____ **P**_____), Philippine Currency, payable in equal, consecutive, semi-monthly amortization, with interest at the rate of FOUR AND A HALF PERCENT (4.50%) per annum, as shown in the amortization table attached hereto and marked as "Annex A" hereto.

PROVIDED however, that in case of default in the payment of two (2) consecutive amortization of the installments as and when the same become due, the total principal sum remaining unpaid, shall at once become due and payable without necessity of demand.

It is further agreed, that in case of default as provided for in the preceding paragraph, I/We agree to pay the additional sum equivalent to twenty percent (20%) of the amount due and unpaid but in no case less than Ten Thousand Pesos (P10,000.00) as and by way of attorney's fees, whether actually incurred or not, besides any costs and disbursements taxable under the law.

It is understood that the loan covered by this Promissory Note was granted to me/us by Ayala Corporation as a privilege in consideration of my employment with the Company. The approved policy of said Corporation of this loan is therefore deemed incorporated herein and deemed as an integral part hereof.

In the event of separation/resignation from Ayala Corporation, the Company reserves the option to require immediate payment or to allow the restructuring of the loan balance then outstanding under commercial terms on short, medium, or long-term basis.

Should the borrower's employment in Ayala Corporation be terminated for cause, the entire loan or any balance thereof automatically becomes immediately demandable, and the entire amount payable, including accrued interest, shall then earn interest at the prevailing commercial interest rate until fully paid. In such a case, this note shall serve as an authority by the borrower for the Company to demand payment of the remaining unpaid obligation should such payment/application be insufficient to cover the whole outstanding loan.

Makati City, Philippines, _____

Promissor

With Marital Consent:

Spouse

SIGNED IN THE PRESENCE OF:

Approved by:

Chief Human Resources Officer