

2. Assistance for Loan Assistance

This is to assist interested business owners in applying for loan offered by the Small Business Corporation of Department of Trade and Industry.

Office or Division:	Tagoloan Negosyo Center			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All interested business owners			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ul style="list-style-type: none"> • Business Permit (at least 1 year) • Department of Trade and Industry Business Name Registered • Photos of Fixed Assets • Photos of Latest Inventory • E-bank / Bank Account • Government-issued Identification or you may apply online thru this link: https://brs.sbcorp.ph/		<ul style="list-style-type: none"> • Clients 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit the office with complete requirements	1. Assist in the online application of loan until submission	None	1 hour	Revenue Collection Clerk // Municipal Economic Enterprise & Development Office
2. Check your account or email from time to time for further updates on your application, and visit office for assistance if the case may be	2. Assist on the verification stage online and for release once approved	None	2 weeks	Revenue Collection Clerk // Municipal Economic Enterprise & Development Office

Accomplish the Client Satisfaction Survey and drop it in the feedback box	Request the client to accomplish the Client Satisfaction Survey form		15 minutes	<i>Admin Aide III</i> Municipal Economic Enterprise & Development Office
TOTAL:			2 weeks, 1 hour and 15 minutes	