



CWI Corporate Center  
 1050 Quezon Ave., Quezon City, Philippines 1103  
 Landline: (02) 4412190

**CUSTOMER INFORMATION SHEET**

**A.) INDIVIDUAL /SOLE PROPRIETORSHIP:**

1) NAME /FIRM NAME: \_\_\_\_\_  
 2) ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 3) CONTACT PERSON: \_\_\_\_\_  
 4) CONTACT NO.: \_\_\_\_\_  
 CEL# \_\_\_\_\_ FAX # \_\_\_\_\_ LAND LINE# \_\_\_\_\_

**PAYMENT TERMS:**

\_\_\_\_\_  
 \_\_\_\_\_

**B.) COMPANY (PARTNERSHIP/CORPORATION/OTHERS):**

1) FIRM NAME: \_\_\_\_\_  
 2) FIRM ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_  
 3) CONTACT PERSON: \_\_\_\_\_  
 4) CONTACT NO.: \_\_\_\_\_  
 MOBILE # \_\_\_\_\_ FAX # \_\_\_\_\_ LAND LINE # \_\_\_\_\_

**PAYMENT TERMS:**

\_\_\_\_\_  
 \_\_\_\_\_

**C.) Authorized Signatories :**

Name	Designation	Specimen Signature 1 (Full)	Specimen Signature 2 (Initial)
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**D.) REGISTRATIONS:**

1. BIR TIN \_\_\_\_\_  
 2. VAT REGISTRATION (Pls. check) \_\_\_\_\_ VAT ( ) \_\_\_\_\_ NON-VAT ( ) \_\_\_\_\_

**E.) CHECKLIST OF REQUIRED COPIES OF DOCUMENTS :**

- A. FOR INDIVIDUAL AND SOLE PROPRIETORSHIP**
  - 1. Photocopy of at least two government issued ID (SSS, Driver lic, PRC , etc) ( )
  - 2. Proof of Billing ( )
  - 3. Map or sketch of billing address ( )
  - 4. DTI certificate ( )
  - 5. TIN ID ( )
  - 6. Mayor's Permit ( )
- B. FOR CORPORATION**
  - 1. Company Profile ( )
  - 2. Articles of Incorporation ( )
  - 3. Laterst AFS ( )
  - 2. SEC certificate ( )
  - 3. General Information sheet (GIS) ( )
  - 4. Mayor's Permit ( )
  - 5. Proof of billing address ( )
  - 6. BIR Certificate of Registration (COR 2303) ( )

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 SIGNATURE OF CUSTOMER/CLIENT