

SHELL COMMERCIAL ROAD TRANSPORT

Shell Fleet Card and Homebase Fuels Application Checklist

Dear customer,

Thank you for choosing Shell as your trusted partner for your mobility needs. Here is an application checklist for your guidance:

Items		
Shell Fleet Card		Shell Homebase Fuels
Corporation	Sole Proprietor / Partnership	
<input type="checkbox"/> Application Form A (For Corporation)	<input type="checkbox"/> Application Form A (For Sole Proprietorship or Partnership)	<input type="checkbox"/> Customer Application Sheet
<input type="checkbox"/> Application Form B	<input type="checkbox"/> Application Form B	<input type="checkbox"/> Secretary's Certificate
<input type="checkbox"/> Shell Cardholder's Agreement (Terms and Conditions)	<input type="checkbox"/> Shell Cardholder's Agreement (Terms and Conditions)	<input type="checkbox"/> Articles of Incorporation or Partnership with By-Laws
<input type="checkbox"/> Secretary's Certificate	<input type="checkbox"/> Latest 2-year Audited Comparative Financial Statement	<input type="checkbox"/> Securities & Exchange Commission (SEC) License to Transact Business in the Philippines (only applicable for Foreign Companies)
<input type="checkbox"/> Latest 2-year Audited Comparative Financial Statement	<input type="checkbox"/> 3 months latest bank statement (savings) or 3 months latest photocopied bank passbook	<input type="checkbox"/> Latest Audited Financial Statement
<input type="checkbox"/> Articles of Incorporation and By-Laws	<input type="checkbox"/> Shell Fuel Card Certification - Representation and Warranty	<input type="checkbox"/> Duly notatized Board Resolution or Secretary's Certification
<input type="checkbox"/> Certificate of Registration (BIR FORM 2303)	<input type="checkbox"/> DTI Registration Certificate	<input type="checkbox"/> Tax Identification Number / BIR Registration (Form 2303)
<input type="checkbox"/> Latest General Information Sheet (GIS)	<input type="checkbox"/> Photocopy of Valid ID with Specimen Signature	<input type="checkbox"/> PEZA, BOI or Presidential decree or any supporting document that will justify zero rated or tax exemption, if applicable
<input type="checkbox"/> Notice of Inclusion Top 10K / 20K Notice of Inclusion of Large Taxpayer	<input type="checkbox"/> Mayor's Permit	<input type="checkbox"/> A copy of the BIR Registration (and Notice for inclusion as Top 20,000 Private Corporations, if applicable)
<input type="checkbox"/> SEC - Issued license to transact business in the Philippines; <input type="checkbox"/> Special Power of Attorney executed by the Board of Directors appointing Authorized Signatory for Philippines	<input type="checkbox"/> Certificate of Registration (BIR Form 2303)	<input type="checkbox"/> A copy of VAT Exempt Certificate if applicable
<input type="checkbox"/> BPI or BDO Auto Debit Application Form	<input type="checkbox"/> Notice of Inclusion - Top 5,000 private individual	<input type="checkbox"/> A copy of Excise Duty Certificate (if applicable)
	<input type="checkbox"/> BPI or BDO Auto Debit Application Form	<input type="checkbox"/> Mineral Production Sharing Agreement (MPSA) & Environmental Compliance Certificate (ECC) for Mining Customer only
		<input type="checkbox"/> CDSS Cards
		<input type="checkbox"/> CCSS Sheets (only applicable for Sole Proprietors)