

Date

SAMPLE

Mr. Voltaire Gonzales
Department Head - Marketing Sales
Honda Cars Philippines, Inc.
Metro Manila Office
8/F Pacific Center Building
33 San Miguel Avenue
Ortigas Center, Pasig City 1605

Subject: **Letter of Intent (LOI)**

Sir;

This is to formally communicate our intentions to establish a Honda Cars Dealership in (please indicate your prospected Provincial area). We propose to organize a 100% Filipino-owned Company, which shall own and operate the dealership business.

Pursuant to the requirements of Honda Cars Philippines, Inc., we wish to submit the following information:

- 1) List of Applicant's Officers and Stockholders, and the corresponding stock share.
- 2) List of Planned Capitalization – Land, Building, Equipment, Inventory, Etc.
- 3) List of Applicant and Stockholders' Personal & Business Background Information – as attachments

Very truly yours,

APPLICANT

Personal Information

(Please type on print nearly in ink)

2" x 2" picture

Name (in full):

Surname

First Name

Middle Name

Residential Address:

Age:

Home Tel:

Fax:

Email:

Company Name and Address:

Business Tel:

Fax:

Email:

Citizenship:

Marital Status:

Tax Identification No.

SSS No.

Date of Birth:

Birthplace:

Height:

Weight:

Spouse's

Maiden name:

Age:

Surname

First Name

Middle Name

Occupation:

Name and age of children:

Educational Background

Educational Attainment:

Primary

HS Undergraduate

College Undergraduate

Master Degree

Elementary

HS Graduate

College Graduate

Doctorate Degree

Highest level achieved:

Degree:

Name of college and / or postgraduate school:

Business Experience

Business / Company Name: _____

Date established: _____

Type of Business: Sole Proprietorship Partnership Corporation

Nature of Business: _____

Address: _____

Tel: _____

Fax: _____

Describe Services / Operations _____

Number of employee managed: _____

Previous business experience (if any):

Business / Company Name: _____

Date established: _____

Type of Business: Sole Proprietorship Partnership Corporation

Nature of Business: _____

Address: _____

Tel: _____

Fax: _____

Describe Services / Operations _____

Number of employee managed: _____

Have you ever had an unsuccessful business experience? _____

If so, explain. (Use additional sheet if necessary) _____

Employment Experience

Present Occupation: _____

Position: _____

Date employed: _____

Company: _____

Address: _____

Tel: _____

Fax: _____

Describe duties, responsibilities _____

And number of employee supervised: _____

Previous employment experience (Give exact names, addresses and dates. List most recent first):

Dates Employed: _____

Position: _____

Company: _____

Type of business: _____

Address: _____

Reason left: _____

Responsibilities: _____

(use additional pages if necessary)

Other Information

Please respond to the following questions as completely and honestly as possible.

1. a) What is your primary reason in applying for a Honda Cars Dealership? Explain fully.

-
- - b.) Why did you choose Honda as your business partner in particular?

Personal Financial Statement

For 12-month period ending ____ / ____ / ____:

Salary, Wages _____

Bonus, commissions _____

Dividends, interest _____

Real estate income _____

Business profits _____

Notes / accounts receivable _____

Other income – specify source, e.g. trust, spouse, etc. _____

Total Income: _____

<u>Assets</u>		<u>Liabilities</u>	
Cash on hand and in banks	P	Noted / Loans payable to banks (4)	P
Vested profit sharing		Noted / Loans payable to friends, relatives (4)	
Securities (1)		Accounts and bills payable (4)	
Bonds / debentures (2)		Real estate mortgages (7)	
Note, accounts and mortgages Receivable (3)		other debts or obligations (6)	
Real estate – current market value (7)			
Net value of business interests (8)		Total Assets	P
Others – automobiles and other personal Property, etc. (5)		Net Worth	P
Total Assets	P	Total Liabilities and Net Worth	P

On the following pages, please provide details of the above-mentioned assets and liabilities (refer numbers in parentheses).

Give names of banks or finance companies where accounts are carried or where credit can be obtained or verified.

Name	Address	Highest extended credit	Purpose

Can you personally meet Honda's financial requirements? From what sources? _____

Please specify details. (Use additional sheets if necessary) _____

Assets and Liabilities Schedule

(1) Listed securities				(2) Bonds, Debentures			
No. Shares	Description	Pledged yes / no	Current mkt. value	No.	Description	Pledged yes / no	Current mkt. value
Total			P	Total			P

(3) Noted/accounts/mortgages receivable

Debtor	Relation to Applicant	Nature of Debit	Maturity Date	Original face value	Monthly payment	Present balances
Total						P

(4) Loans/notes/accounts/bills payable (excluding mortgages)

Lender	Relation to Applicant	Nature of Debit	Secured yes/no	Maturity Date	Original face value	Monthly payment	Interest rate	Present balances
Total								P

Miscellaneous Information

Which geographical area are you interested in?

How far do you live from this area (in minutes and in km.)?

What & how far is the nearest Honda Dealership from the prospected area (in minutes and in km)?

If awarded the dealership, do you plan to resign from your present employment or give up your current business? Or not?

Will you devote your full time to this business including being physically present at least 80% of the normal daily operation hours at the Dealership? If not, how much time in your daily life that you will allocate?

Are you related by blood or marriage to any employee of Honda Cars Philippines, Inc. / any Honda Dealerships / any automotive company/dealerships?

Name

Relationship

Are you or your employee providing products, goods or services to Honda Cars Philippines, Inc. / any automotive company? If yes, please attach detailed information.

Have you ever worked in an Automotive Dealership? If so, where and when?

Have you ever applied for an Automotive Dealerships? If so where and when?

Do you have any pending dealership applications with other automotive companies? If so, indicate name of automotive company, date of application and status.

Are you related by blood or marriage to any Government Officials?

Name:

Relationship:

Position:

Office:

Social Activities

List your sports and recreational activity:

Leadership / Academic awards, prizes, recognition in sports, hobbies, etc.

List all civic social, military, business organizations or clubs where you are an active member:

Personal References (other than employers or relatives) – at least 3 persons who have known you for 5 years or more

Name in full	Address	Tel. No.	Occupation	Year Known
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>	<hr/>	<hr/>

Legal

Have you ever been convicted of anything other than minor traffic violation? Has any judgment ever been entered against your company/s or your employer/s where you were one of the litigants? Are you involved in pending litigation? Have you ever declared personal bankruptcy? If yes, to any of the above, please enumerate and explain the nature. (Use additional pages if necessary):

“ I submit the foregoing information as my complete and true personal and financial condition as of the date shown below. I expressly Authorize any past or present employer, any law enforcement agency, national or local, or any person who has personal knowledge of my character, work experience or criminal records to release this information to Honda Cars Philippines, Inc.. If requested by Honda Cars Philippines, Inc. I agree to supply statements from any professional advisors (i.e. banker, broker, accountant or attorney) verifying the above assets, and I also agree to furnish copies of Income Tax Returns as filed for the last five years. I understand that Honda Cars Philippines, Inc. is relying upon all the above information as a material factor in considering my application to become a Honda Cars Dealer, and I therefore agree to promptly notify Honda Cars Philippines, Inc. of any material change in any of the above information or any subsequent information provided to Honda Cars Philippines, Inc. In addition, I release all persons from liabilities as a result of true, accurate information.”

Printed Name
and Signature (Applicant)

Date
