

CHECKLIST FOR CORPORATIONS



Please provide a copy of the requirements listed below, to complete your application.

Requirements	Instructions/ Notes
<p>Latest 2-year Audited Comparative Financial Statement</p> <p>or for new established companies: 3 months latest bank statement (savings) or 3 months latest photocopied bank passbook (must show the indicated name and account number)</p>	<p>BIR received. Must be complete with Cash Flows and Notes to Financial Statements.</p>
<p>Shell Cardholder's Agreement (Terms & Conditions)</p>	<p>Must be signed by the Authorized Signatory.</p>
<p>Secretary's Certificate (Use the Shell Template. Should be notarized and must contain specimen signature.)</p>	<p>Ensure that the authorized signatory indicated in the application form is the same as the representative to transact with Shell indicated in Secretary Certificate</p> <p>It is not self-serving / Corporate Secretary should not be one and the same.</p>
<p>Articles of Incorporation and By-Laws</p>	<p>Ensure that it is SEC registered and SEC Certification form is attached.</p>
<p>Certificate of Registration (BIR FORM 2303)</p>	<p>For TIN and Registered Address verification.</p>
<p>Latest General Information Sheet (GIS)</p>	<p>Latest copy as filed in Security and Exchange Commission (SEC).</p>
<p>Notice of Inclusion Top 10K/ 20K Notice of Inclusion of Large Taxpayer</p>	<p>Submit if applicable.</p>
<p>SEC – Issued license to transact business in the Philippines;</p> <p>Special Power of Attorney executed by the Board of Directors appointing Authorized Signatory for Philippines</p>	<p>Additional requirement for Foreign Corporations Only. Submit if applicable.</p>
<p>BPI or BDO Auto Debit Application Form</p>	<p>Must be hardcopy with signature on all pages of the form. Submit if applicable. Highly encouraged for ease of payment.</p>

SHELL CARD APPLICATION FORM A



COMPANY DETAILS

Company Name	
Company Name to Appear on Card (Maximum of 20 characters)	
Existing Fuel Suppliers	Any Existing Account with Shell <input type="radio"/> Yes <input type="radio"/> No
If Yes, please select from the following:	
<input type="radio"/> Aviation	<input type="radio"/> Commercial Lubricants
<input type="radio"/> Bitumen	<input type="radio"/> Retail
<input type="radio"/> Commercial Fuels	<input type="radio"/> Others: _____
Fleet Manager/ Contact Person	Mobile No.
Email Address of Fleet Manager	Telephone No.
Billing/ Payment Focal	Mobile No.
Email Address of Billing/ Payment Focal	Telephone No.
Company Address	
	Postal/ Zip Code
Card Delivery Address (if different from Company Address)	
	Postal/ Zip Code
Billing Address (if different from Company or Card Delivery Address)	
	Postal/ Zip Code

COMPANY DECLARATION

I/We confirm that all the information provided is correct and authorize Pilipinas Shell to verify from whatever sources Pilipinas Shell may consider appropriate. I/We hereby acknowledge that the Card may only be used subject to the Terms and Conditions of the Shell Fleet Card Cardholder Agreement and agree to be bound by the Terms and Conditions listed in the Shell Fleet Card Cardholder Agreement, a copy of which is hereby received by the authorized signatory. Pilipinas Shell shall reserve the absolute right to approve or reject this application as it deems fit without assigning any reason whatsoever.

Upon approval of this application, I/We hereby request Pilipinas Shell to set the Purchase Restrictions and Usage Limits on the Driver/Vehicle as indicated in the application form. We understand that the Purchase Restrictions and Usage Limits will only be monitored electronically. We will not hold Pilipinas Shell responsible if these cards are used at stations where the electronic devices are inoperable or out-of-order. I/We also understand that should the Purchase Restrictions and Usage Limits be breached for any reason whatsoever, this shall not constitute grounds for us not to pay for the products/services purchased.

_____ Name of Authorized Signatory
_____ Signature of Authorized Signatory
_____ Designation
_____ Date Signed

Please be informed that any personal data submitted and handled as a part of the Shell business relationship with its customers, supplier or partners is processed in accordance with the Shell Global Privacy Policy - Business Customers, Suppliers and Business Partners available at the relevant webpage under the domain www.shell.com, as supplemented by any further specific and/or local privacy statements. For any queries or concerns regarding processing of your personal data, please refer to the Shell Global Privacy Policy - Business Customers, Suppliers and Business Partners or contact your relevant Customer Service Centre.



SHELL CARD APPLICATION FORM B

PRODUCT SETS REFERENCE TABLE

All Fuels
All Fuels without V-Power Racing Gasoline and V-Power Diesel
All Gasoline Fuels
All Gasoline Fuels without V-Power Racing Gasoline
All Diesel Fuels
FuelSave Diesel
FuelSave Gasoline and FuelSave Diesel
FuelSave Gasoline
Lubricants
All Fuels without V-Power Racing Gasoline

How to fill out the form

CARD DETAILS					VELOCITY LIMITS				
Driver's Name (Maximum of 25 characters)	Plate Number (Maximum of 14 characters)	Card Group/ Cost Center	Product Set	Lubricants (Yes/ No)	PHP or Liters	Daily Limit	Weekly Limit	Monthly Limit	Yearly Limit
Driver specific: Indicate the driver's name only. Driver-vehicle specific: Indicate both the driver's name and plate number.	Vehicle specific: Indicate the plate number only. Driver-vehicle specific: Indicate both the plate number and driver's name.	If you wish to group your cards for reporting and/or invoicing purposes, you may indicate it in this field.	Required for all cards. Refer to the product reference table.	Indicate Yes if you want the card to purchase both fuels and lubricants.	Required for all cards. Indicate the value of the card's limit.	Indicate the amount of the card's limit. A monthly or yearly limit is mandatory , while the rest are optional. Whole numbers only. <i>If the card has the Lubricants option, the velocity limit should only be in PHP.</i>			

Please use the Application Form B Excel File in filling out the form.

SHELL CARD BUSINESS NARRATIVES



Company Name:

Fuel Requirement

How much of your fuel requirement will be served by Shell?

☐ 100% ☐ 90% ☐ 80% ☐ 70% ☐ 60% ☐ 50%

What is the maximum amount of your company's monthly fuel transactions in PHP?

Purpose/usage of Shell Fleet Cards (e.g. delivery, service, etc.)

Total number of vehicles owned (fleet size)

2 wheel:

4 wheel:

6 wheel & up:

For Trade Checking (If left blank, you may be contacted to provide further information for credit assessment.)

Top 3 Suppliers with Contact Details
(Exclude other fuel suppliers)

Top 3 Customers with Contact Details

Financial Information

Person to contact for further clarifications on Audited Financial Statements (Finance Manager) with contact details:

Declaration of Business Tax (Identify your Taxpayer Classification)



Top 10K/20K Corporation or Top 5K Individual (Sole Prop)

To submit Notice of inclusion stating the entitlement to withhold tax. Customer to submit their EWT certification every month.



Large Corporation

To submit BIR notice as Large Taxpayer. Customer to submit their EWT certification every month.



PEZA

To submit Certified True Copies of their BIR 2303, PEZA Certificate of Registration, PEZA Certificate for the Current Year, and Notarized Sworn Declaration.



NOT part of the a) Top 10/20K Corp or Top 5K Individual, b) Large Taxpayer, c) PEZA

Customer should not withhold/underpay any EWT amount on the payment of invoice.

Certified True and Correct:

(Name and Signature of Authorized Signatory)

SHELL CARD COMPANY PROFILE



You may fill out your Company Profile on the space provided below, or you may attach your comprehensive Company Profile.

Kindly include the following details:

- A. Products and services provided, list of on-going projects (e.g. construction, engg'r, etc.).
- B. Market covered/ areas of operation.
- C. Awards/ recognitions received.
- D. Brief company history.



SHELL FLEET HUB REGISTRATION FORM

What is Shell Fleet Hub?

The online tool that enables you to manage your cards with ease at any time. You may access it through your computer and mobile devices.

Features:

- * Create up to 500 cards in a single order.
- * Temporarily or permanently block cards.
- * Download transaction reports.
- * Monitor recent card transactions.

www.fleethub.shell.com

Visit this link to know more: <https://shell1617.zendesk.com/hc/en-ph/articles/360013311960-What-is-Shell-Fleet-Hub>

Details

Family Name: _____

First Name: _____

Position: _____

E-mail Address: _____

Terms and Conditions

The Principal Cardholder is responsible for the use of the Online Services by any person, authorized or unauthorized, who accesses the Online Services using any Passwords and/or User IDs issued to the Principal Cardholder. In particular, the Principal Cardholder shall be liable for any losses incurred by Shell or by any other person affected by the unauthorized use of the Password or User ID resulting from a failure of the user to keep the Password/User ID secret. This liability is in addition to the Cardholder's liability under Clause 2.3 found in the Terms & Conditions of the Cardholder Agreement and Use of Online Services.

Declaration

We _____ (company name) declare that the person named above as the authorized user, is the person authorized to apply for access/right to act on behalf of the company.

Name of Authorized Signatory

Signature of Authorized Signatory

Date Signed