



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF CUSTOMS

APt
MASTER COPY

24 February 2020

CUSTOMS MEMORANDUM CIRCULAR
NO. 58-2020

To: The Assistant Commissioner
All Deputy Commissioners
All Directors and Division Chiefs
All District/Port Collectors
And Others Concerned

SUBJECT: Revised Pag-IBIG Forms

Attached is a copy of Memorandum dated 17 February 2020 from Mr. Alvin P. Diaz, Director IV, Central Administration Office, Department of Finance, endorsing a copy of Pag-IBIG revised forms and corresponding effectivity dates.

For your information and guidance.

For record purposes, please confirm the dissemination of this circular throughout your offices within fifteen (15) days from receipt hereof.

Q
REY LEONARDO B. GUERRERO

Commissioner
MAR 03 2020 *APt*



BOC-09-11474



Republic of the Philippines
DEPARTMENT OF FINANCE

Roxas Boulevard Corner Pablo Ocampo, Sr. Street
Manila 1004



BOC-09-11474

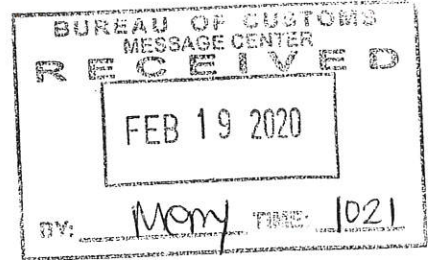
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MEMORANDUM

FOR : **HEADS OF OFFICES**
This Department

HEADS OF BUREAUS/ATTACHED AGENCIES
Department of Finance

FROM : 
ALVIN P. DIAZ
Director IV
Central Administration Office



SUBJECT : **Revised Pag-IBIG Forms**

DATE : February 17, 2020

Attached for information and guidance are the following Pag-IBIG revised forms and the corresponding effectivity dates forwarded thru email by Ms. Olga Jane V. Dabayan, Marketing and Sales, Pag-IBIG Fund, Pasay Branch.

| Forms | Effectivity Date |
|---|-------------------|
| 1. Multi-Purpose Loan (MPL) Application Form | February 18, 2020 |
| 2. Calamity Loan Application Form | February 18, 2020 |
| 3. Application for Provident Benefits (APB) Claim | February 11, 2020 |

CMC NO. 58-2020 p.3.
**MULTI-PURPOSE LOAN (MPL)
 APPLICATION FORM**

MASTER COPY
 HQP-SLF-065
 (V04, 02/2020)



(To be filled out by applicant. Print this form back to back on one single sheet of paper)
 Type or Print Entries

| | | | | | |
|--|-------------|---|--|---------------------|--|
| LAST NAME FIRST NAME NAME EXTENSION MIDDLE NAME MAIDEN MIDDLE NAME NO MIDDLE NAME <small>(e.g., Jr., II) (for named women) (check if applicable only)</small> | | | | DATE OF BIRTH | APPLICATION NO |
| MOTHER'S MAIDEN NAME | NATIONALITY | SEX <input type="checkbox"/> Male <input type="checkbox"/> Female | MARITAL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Widower <input type="checkbox"/> Legally Separated <input type="checkbox"/> Annulled | CITIZENSHIP | EMAIL ADDRESS |
| PRESENT HOME ADDRESS <small>Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No. Street Name</small> | | | CELL PHONE NUMBER (Required) | | HOME TELEPHONE NUMBER |
| <small>Subdivision/Barangay Municipality/City Province/State/Country (if abroad) ZIP Code</small> | | | APPLICANT'S TAXPAYER IDENTIFICATION NUMBER (TIN) | SSS/GSIS NO | |
| PERMANENT HOME ADDRESS <small>Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No. Street Name</small> | | | BUSINESS TELEPHONE NUMBER | NATURE OF WORK | |
| <small>Subdivision/Barangay Municipality/City Province/State/Country (if abroad) ZIP Code</small> | | | EMPLOYEE ID NUMBER | DESIRED LOAN AMOUNT | |
| EMPLOYER/BUSINESS NAME | | | DATE OF EMPLOYMENT | | LOAN PURPOSE Non-Housing Related <input type="checkbox"/> Livelihood/additional capital in small business <input type="checkbox"/> Vacation/travel <input type="checkbox"/> Tuition/Educational Expenses <input type="checkbox"/> Special events <input type="checkbox"/> Payment of utility/credit card bills <input type="checkbox"/> Car repair <input type="checkbox"/> Purchase of appliance & furniture/electronic gadgets <input type="checkbox"/> Health & wellness Housing Related <input type="checkbox"/> Minor home improvement/home renovation/ upgrades <input type="checkbox"/> Others, specify |
| EMPLOYER/BUSINESS ADDRESS <small>Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No. Street Name</small> | | | | | |
| <small>Subdivision/Barangay Municipality/City Province/State/Country (if abroad) ZIP Code</small> | | | | | |
| PREVIOUS EMPLOYMENT DETAILS FROM DATE OF Pag-IBIG MEMBERSHIP (Use another sheet if necessary) | | | | | |
| EMPLOYER/BUSINESS NAME | | EMPLOYER/BUSINESS ADDRESS | | FROM (mm/yy) | TO (mm/yy) |
| | | | | | |
| | | | | | |

In the event of the approval of my application for Multi-Purpose Loan, I hereby authorize Pag-IBIG Fund to credit my loan proceeds through my Payroll Account/Disbursement Card that I have indicated on the right portion.

SIGNATURE OF APPLICANT

PAYROLL ACCOUNT/DISBURSEMENT CARD

NAME OF BANK/BRANCH

APPLICATION AGREEMENT

In consideration of the loan that may be granted by virtue of this application subject to the pertinent provisions of the Implementing Rules and Regulations of Pag-IBIG Fund, I hereby waive my rights under R.A. No. 1405 (Secrecy of Bank Deposits Act) and authorize Pag-IBIG Fund to verify/validate my payroll account/disbursement card. Furthermore, I hereby authorize my present employer, _____ or any employer with whom I may get employed in the future, to deduct the membership savings (MS) and monthly amortization due from my salary and remit the same to Pag-IBIG Fund. If the resulting monthly net take home pay after deducting the computed monthly amortization on MPL falls below the monthly net take home pay as required under the GAA/company policy, I authorize Pag-IBIG Fund to compute for a lower loanable amount.

I understand that should I fail to pay the monthly amortization due, I shall be charged with a penalty of 1/20 of 1% of any unpaid amount for every day of delay.

If for any reason excess loan proceeds are erroneously credited to my payroll account/disbursement card, I hereby authorize Pag-IBIG Fund to debit/deduct the excess amount from my account without need of further notice of demand. Should my account balance be insufficient, the Fund has the right to demand for the excess amount to be refunded.

I authorize Pag-IBIG Fund to disclose, submit, share or exchange any of my account information to legal and government regulating agencies, other banks, partner-merchants or third party in accordance with R.A. No. 9510 (Credit Information System Act), R.A. No. 10173 (Data Privacy Act of 2012), and other related or pertinent laws and regulations, as described in Pag-IBIG Fund's Freedom of Information (FOI) Manual. The credit information may also be transferred to service providers (e.g., Credit Information Corporation, Bankers Association of the Philippines - Credit Bureau), likewise in accordance with laws and regulations.

Furthermore, I have read, understood and agree to be bound by the terms and conditions governing the Disbursement Facility/Program and Pag-IBIG Fund's partner-banks' internal guidelines.

I certify that the information given and any or all statements made herein are true and correct to the best of my knowledge and belief. I hereby certify under pain of perjury that my signature appearing herein is genuine and authentic.

This office agrees to collect the corresponding monthly amortization on this loan and the MSof herein applicant through salary deduction, together with the employer counterpart, and remit said amounts to Pag-IBIG Fund on or before the 15th day of each month, for the duration that the loan remains outstanding. However, should we deduct the monthly amortization due from the applicant's salary but failed to remit it on due date, this office agrees to pay the corresponding penalty charged to applicant equivalent to 1/20 of 1% of any unpaid amount for every day of delay and penalty for non-remittance equivalent to 1/10 of 1% per day of delay of the amount payable from the date the loan amortization or payments fall due until paid.

HEAD OF OFFICE OR AUTHORIZED SIGNATORY
 (Signature Over Printed Name)

DESIGNATION

Signature of Applicant Over Printed Name

Pag-IBIG EMPLOYER ID NO.

AGENCY CODE

BRANCH CODE

PROMISSORY NOTE

For value received, I promise to pay on due date without need of demand to the order of Pag-IBIG Fund with principal office at Petron Mega Plaza, 356, Sen. Gil Puyat Avenue., City of Makati the sum of Pesos:

(P _____) Philippine Currency, with an interest at therate of 10.5% per annum (equivalent rate of 17.50% based on diminishing principal balance), with interest during the grace period and shall be amortized equally over the term of the loan.

I hereby waive notice of demand for payment and agree that any legal action, which may arise in relation to this note, may be instituted in the proper court of Makati City.

Finally, this note shall likewise be subject to the following terms and conditions:

- I shall pay the amount of Pesos: _____ (P _____) through salary deduction, whenever feasible, over a maximum period of 24 months, with a grace period of 2 months. In case of suspension from work, leave of absence without pay, insufficiency of take home pay at any time during the term of the loan, payments should be made directly to the Fund or its accredited collecting agents.
- Payments are due on or before the 15th day of the month starting on _____ and 23 succeeding months thereafter.
- Payments shall be applied according to the following order of priorities: Penalties, Interest and Principal.
- A penalty of 1/20 of 1% of any unpaid amount shall be charged to me for every day of delay.

Signed in the presence of:

Witness
 (Signature Over Printed Name)

Witness
 (Signature Over Printed Name)

Signature of Applicant Over Printed Name

AUTHORITY TO DEDUCT (Optional)

In case of retirement/separation from employment, I hereby authorize my employer to deduct any outstanding MPL balance from my retirement or separation benefits to fully settle my loan obligation. In the event that my retirement/separation benefits are not sufficient to settle the outstanding balance of my MPL or my employer fails for whatever reason, to deduct the same from said retirement/separation benefits, I hereby authorize Pag-IBIG Fund to apply whatever benefits are due me from the Fund to settle the said obligation.

SIGNATURE OF APPLICANT

| | | | | | |
|-------------|------|-------------|------|-------------------------|------|
| RECEIVED BY | DATE | REVIEWED BY | DATE | APPROVED/DISAPPROVED BY | DATE |
| | | | | | |

THIS PORTION IS FOR Pag-IBIG FUND USE ONLY

THIS FORM CAN BE REPRODUCED. NOT FOR SALE

[Handwritten Signature]
MASTER COPY

CERTIFICATE OF NET PAY

NAME OF BORROWER

For the month of: _____

Basic Salary _____

Add: Allowances _____

Gross Monthly Income _____

Less: Deductions _____

Total Deductions _____

Net Monthly Income _____

Issued this _____ day of _____, 20____.

I certify under pain of perjury that the above-mentioned information is true and correct.

HEAD OF OFFICE/AUTHORIZED SIGNATORY
(Signature Over Printed Name)

- A. Who May File**
Any Pag-IBIG Fund member who satisfies the following requirements:
- Has made at least 24 monthly membership savings (MS).
 - A member who has withdrawn his MS due to membership maturity or who has optionally withdrawn his MS, cannot obtain an MPL unless and until after he has subsequently paid 24 MS following the month of the said withdrawal.
 - A member, who does not meet the required 24 MS, may nevertheless, be allowed to avail of an MPL if his total savings is at least equivalent to 24 MS at the rate applicable to him.
 - Has made at least one (1) MS within the last six (6) months prior to the date of loan application;
 - If with existing Pag-IBIG housing loan, the account must not be in default as of the date of application;
 - If with existing MPL and/or Calamity Loan, the account/s must not be in default as of date of application; and
 - Has sufficient proof of income.
- B. How to File**
The applicant shall:
- Secure the Multi-Purpose Loan Application Form (MPLAF) from any Pag-IBIG Fund branch or download from Pag-IBIG website at www.pagibigfund.gov.ph.
 - Accomplish 1 copy of the application form.
 - For releasing of loan proceeds through Payroll Account/Disbursement Card, attach photocopy of payroll account/disbursement card/deposit slip (for newly-opened account).
 - Submit accomplished application, together with the required documents to any Pag-IBIG Fund Branch. Processing of loans shall commence only upon submission of complete documents.
- C. Loan Features**
- Loan Amount**
 - A qualified Pag-IBIG member shall be allowed to borrow an amount based on the lowest of the following:
 - Desired Loan Amount
 - Loan Entitlement
The loan entitlement shall be equivalent to eighty percent (80%) of TAV. However, if the borrower has an existing calamity loan, the loanable amount shall be the difference between the 80% of the borrower's TAV and the outstanding balance of his calamity loan.
 - Capacity to Pay
The loanable amount shall be limited to an amount which will not render the borrower's Net Take Home Pay (NTHP) to fall below the minimum requirement as prescribed by the General Appropriation Act (GAA) or company policy, whichever is applicable.
 - Interest Rate**
The loan shall be charged with an interest of 10.5% p.a. (equivalent rate of 17.50% based on diminishing principal balance) with interest during the grace period and shall be amortized equally over the term of the loan.
 - Loan Term**
The loan shall be repaid over a maximum period of twenty-four (24) months, with a grace period of two (2) months.
 - Loan Release**
The loan proceeds shall be released through any of the following modes:
 - Crediting to the borrower's disbursement card;
 - Crediting to the borrower's bank account through LANDBANK's Payroll Credit Systems Validation (PACSVL);
 - Check payable to the borrower. However, when the check remains unclaimed for a period of thirty (30) calendar days from the DV/Check date, the loan shall be cancelled.
 - Other acceptable modes of disbursement.
 - Loan Payments**
 - The loan shall be paid in equal monthly payments in such amounts as may fully cover the principal and interest over the loan period. Said amortization shall be made, whenever feasible, through salary deduction.
 - For self-employed individuals, Overseas Filipino Workers (OFWs), or other types of individual payors, monthly payments shall be paid over-the-counter or any other modes of payment approved by the Fund.
 - Payments shall be remitted to the Fund on or before the fifteenth (15th) day of each month, starting on the third (3rd) month following the date on the DV/check or manual disbursement voucher.
 - If the due date falls on a non-working day, the monthly amortization shall be paid on the first working day after the due date.
 - The borrower may fully pay the outstanding balance of the loan prior to loan maturity.
 - The borrower shall pay directly to the Fund in case the borrower is unable to pay through salary deduction for any of the following circumstances:
 - Suspension from work
 - Leave of absence without pay
 - Insufficiency of take home pay at any time during the term of the loan; or
 - Other circumstances analogous to the foregoing
 - Payment shall be applied according to the following order of priorities:
 - Penalties; if any
 - Interest; and
 - Principal
 - Any amount in excess of the required monthly amortization shall be applied to succeeding amortizations which will be posted on the next due date.
 - Penalties**
A penalty of 1/20 of 1% of any unpaid amount shall be charged to the borrower for every day of delay. For borrowers paying through salary deduction, penalties shall only be reversed only upon presentation of proof that non-payment was due to the fault of the employer. In such case, penalties due from the borrower shall be charged to the employer. Non-remittance of the total loan amortization shall likewise subject the employer with a penalty of 1/10 of 1% per day of delay of the amounts payable from the date the loan amortization or payments fall due until paid.
 - Default**
The borrower shall be in default in any of the following cases:
 - Any willful misrepresentation made by the borrower in any of the documents executed in relation hereto.
 - Failure of the borrower to pay any three (3) consecutive monthly amortizations.
 - Failure of the borrower to pay any three (3) consecutive MS; or
 - Violation by the borrower of any of the membership/STL/housing loan policies, rules, regulations and guidelines of Pag-IBIG Fund.
 - Effects of Default**
In the event of default, the outstanding loan obligation shall become due and demandable. The outstanding loan obligation shall be deducted from the TAV after exerting all collection efforts.
- D. Other Provisions**
- The MPL and/or Calamity Loan program shall be treated as separate and distinct from each other. Hence, the member shall be allowed to avail of an MPL while he still has an outstanding calamity loan, and vice versa. Application for loans on these two programs shall be governed by their corresponding guidelines. The outstanding loan balance of the calamity loan shall not be deducted from the proceeds of the MPL.
 - In no case shall the aggregate STL exceed eighty percent (80%) of the borrower's TAV.
 - A borrower may renew his MPL after payment of equivalent to six (6) monthly amortizations, not earlier than the sixth (6th) monthly amortization due date; and provided that he meets the eligibility requirement. The proceeds of the new loan shall be applied to the borrower's outstanding MPL obligation and the net proceeds shall then be released to him. In case of full payment prior to loan maturity, a borrower shall be allowed to apply for a new loan anytime thereafter.
 - In the event of membership termination prior to loan maturity, the outstanding balance shall be deducted from the borrower's TAV and/or any amount due him or his beneficiaries in the possession of the Fund. In case of borrower's death, the outstanding balance shall be computed up to the date of death. Any payments received after death shall be refunded to the borrower's beneficiaries.
 - Offsetting of the borrower's outstanding MPL balance against his TAV shall be effected immediately upon approval of the borrower's request; provided, such request is based on any of the following justifiable reasons and has been verified by the Fund: Borrower's unemployment; illness of the borrower or any of his immediate family members as certified by a licensed physician that, by reason thereof, resulted in his failure to pay the required amortizations when due; or death of any of his immediate family members that, by reason thereof, resulted in his failure to pay the required amortizations when due.
 - If TAV offsetting has been effected on the borrower's defaulting MPL, he may apply for a new MPL provided he has paid at least (6) monthly amortizations prior to default and its consequent offsetting against the borrower's TAV. However, if he has paid less than 6 monthly amortizations prior to default, he may apply for a new loan only after (2) years from the date of TAV offsetting.



CMC NO. 58-2020 p-5

CALAMITY LOAN APPLICATION FORM

MASTER COPY HQP SLF-066 (V05. 02/2020)

(To be filled out by applicant. Print this form back to back on one single sheet of paper)

Form with fields for Applicant Information, Present Home Address, Permanent Home Address, Employer/Business Name, and Previous Employment Details.

Signature of Applicant section with fields for Payroll Account/Disbursement Card/Package Unit ID and Name of Bank/Branch.

APPLICATION AGREEMENT section containing legal terms and conditions for the loan.

PROMISSORY NOTE section detailing the loan terms, interest rate, and repayment schedule.

AUTHORITY TO DEDUCT (Optional) section for authorizing loan deductions from retirement benefits.

THIS PORTION IS FOR Pag-IBIG FUND USE ONLY section with RECEIVED BY, DATE, REVIEWED BY, DATE, APPROVED/DISAPPROVED BY, and DATE fields.

MASTER COPY

CERTIFICATE OF NET PAY

NAME OF BORROWER _____

For the month of: _____

Basic Salary _____

Add: Allowances

Gross Monthly Income _____

Less: Deductions

Total Deductions _____

Net Monthly Income _____

Issued this _____ day of _____, 20____.

I certify under pain of perjury that the above-mentioned information is true and correct.

HEAD OF OFFICE/AUTHORIZED SIGNATORY
(Signature Over Printed Name)

A. Who May File

Any Pag-IBIG Fund member who satisfies the following requirements

1. Has made at least twenty-four (24) monthly savings (MS);
 - A member who has withdrawn his MS due to membership maturity, or who has optionally withdrawn his MS, cannot avail a calamity loan unless and until after he has subsequently paid 24 MS following the month of said withdrawal.
 - A member who does not meet the required 24 MS may nevertheless, be allowed to avail of a calamity loan if his total savings is at least equivalent to 24 MS, at the rate applicable to him
2. Has made at least one (1) MS for the last six (6) months as of month prior to date of loan application;
3. If with existing Pag-IBIG Housing Loan, the account must not be in default as of the date of application;
4. If with existing MPL and/or Calamity Loan, the account/s must not be in default as of date of application;
5. Is a resident of the area which is declared calamity-stricken; and
6. Has sufficient proof of income

B. How to File

The applicant shall.

1. Secure the Calamity Loan Application Form (CLAF) from any Pag-IBIG Fund Branch or download from Pag-IBIG website at www.pagibigfund.gov.ph
2. Accomplish 1 copy of the application form
3. For releasing of loan proceeds through Payroll Account/Disbursement Card, attach photocopy of payroll account/disbursement card/deposit slip (for newly-opened account).
4. Submit accomplished application, together with the required documents to any Pag-IBIG Fund Branch. Processing of loans shall commence only upon submission of complete documents.

C. Loan Features

1. Loan Amount

A. Qualified Pag-IBIG member shall be allowed to borrow an amount based on the lowest of the following

- 1.1 Desired Loan Amount
- 1.2 Loan Entitlement

The loan entitlement shall be equivalent to eighty percent (80%) of TAV. However, if the borrower has an existing MPL, the loanable amount shall be the difference between the 80% of the borrower's TAV and the outstanding balance of his MPL.

1.3 Capacity to Pay

The loanable amount shall be limited to an amount which will not render the borrower's Net Take Home Pay (NTPH) to fall below the minimum requirement as prescribed by the General Appropriation Act (GAA) or company policy, whichever is applicable.

2. Interest Rate

The loan shall be charged with an interest rate of 5.95% per annum, with interest during the grace period and shall be amortized equally over the term of the loan

3. Loan Term

The loan shall be repaid over a maximum period of twenty-four (24) months, with a grace period of three (3) months.

4. Loan Release

The loan proceeds shall be released through any of the following modes:

- a) Crediting to the borrower's disbursement card.
- b) Crediting to the borrower's bank account through LANDBANK's Payroll Credit Systems Validation (PACSVAL).
- c) Check payable to the borrower. However, when the check remains unclaimed for a period of thirty (30) days from the DV/Check date, the said loan shall be cancelled and the loan shall be reversed
- d) Other acceptable modes of disbursement

5. Loan Payments

5.1 The loan shall be repaid in equal monthly payments in such amounts as may fully cover the principal and interest over the loan period. Said amortization shall be made, whenever feasible, through salary deduction.

5.2 For self-employed individuals, Overseas Filipino Workers (OFWs) or other types of individual payors, monthly payments shall be paid over-the-counter or any other modes of payment approved by the Fund.

5.3 Payments shall be remitted to the Fund on or before the fifteenth (15th) day of each month starting on the fourth (4th) month following the date on the DV/check or manual disbursement voucher.

5.4 If the due date falls on a non working day, the monthly amortization shall be paid on the first working day after the due date.

5.5 The borrower may fully pay the outstanding balance of the loan prior to loan maturity.

5.6 The borrower shall pay directly to the Fund in case the borrower is unable to pay through salary deduction for any of the following circumstances:

- a. Suspension from work,
- b. Leave of absence without pay,
- c. Insufficiency of take home pay at any time during the term of the loan, or
- d. Other circumstances analogous to the foregoing

5.7 Payments shall be applied according to the following order of priorities:

- a. Penalties, if any
- b. Interest, and
- c. Principal

5.8 Any amount in excess of the required monthly amortization shall be applied to succeeding amortizations which will be posted on the next due date.

5. Penalties

A penalty of 1/20 of 1% of any unpaid amount shall be charged to the borrower for every day of delay. For borrowers paying through salary deduction, penalties shall only be reversed upon presentation of proof that non-payment was due to the fault of the employer. In such case, penalties due from the borrower shall be charged to the employer. Non-remittance of the total amortization shall likewise subject the employer with a penalty of 1/10 of 1% per day of delay of the amounts payable from the date the loan amortization or payments fall due until paid.

7. Default

The borrower shall be in default in any of the following cases.

- a. Any willful misrepresentation made by the borrower in any of the documents executed in relation hereto.
- b. Failure of the borrower to pay any three (3) consecutive monthly amortizations
- c. Failure of the borrower to pay any three (3) consecutive MS, or
- d. Violation by the borrower of any of the membership/STL/housing loan policies, rules, regulations and guidelines of Pag-IBIG Fund

B. Effects of Default

In the event of default, the outstanding loan obligation shall become due and demandable. The outstanding loan obligation shall be deducted from the TAV after exerting all collection efforts.

D. Availment Period

The Pag-IBIG member-victim must avail himself of the Pag-IBIG calamity loan within a period of ninety (90) days from the declaration of calamity.

E. Other Loan Provisions

1. The calamity loan and MPL shall be treated as separate and distinct from each other. Hence, the member shall be allowed to avail of an MPL while he still has an outstanding calamity loan and vice versa. Application for loans on these two programs shall be governed by their corresponding guidelines. The outstanding loan balance of the MPL shall not be deducted from the proceeds of the calamity loan.

2. In no case shall the aggregate STL exceeds 80% of the borrower's TAV.

3. Should another calamity occur in the same area, a borrower may renew his calamity loan anytime. The outstanding balance of his existing loan, together with any accrued interests, penalties and charges, shall be deducted from the proceeds of the new calamity loan.

4. In the event of membership termination prior to loan maturity, the outstanding balance shall be deducted from the borrower's TAV, and/or any amount due him or his beneficiaries in the possession of the Fund. In case of borrower's death, the outstanding balance shall be computed up to the date of death. Any payments received after death shall be refunded to the borrower's beneficiaries.

5. Offsetting of the borrower's outstanding calamity loan balance against his TAV shall be effected immediately upon approval of the borrower's request, provided, such request is based on any of the following justifiable reasons and has been verified by the Fund: Borrower's unemployment, illness of the borrower or any of his immediate family members as certified by a licensed physician that, by reason thereof, resulted in his failure to pay the required amortizations when due, or death of any of his immediate family members that, by reason thereof, resulted in his failure to pay the required amortizations when due.

6. If TAV offsetting has been effected on the borrower's defaulting calamity loan, he may apply for a new calamity loan provided he has paid at least 6 monthly amortizations prior to default and its consequent offsetting against the borrower's TAV. However, if he has paid less than 6 monthly amortizations prior to default, he may apply for a new loan only after two (2) years from the date of TAV offsetting.



APPLICATION FOR PROVIDENT BENEFITS (APB) CLAIM

(To be filled out by member/claimant. Print this form back to back on one single sheet of paper)
TYPE OR PRINT ENTRIES

CLAIM FILE No.

| | | | |
|--|---|---|---|
| MEMBERSHIP PROGRAM | | <input type="checkbox"/> Pag-IBIG I | <input type="checkbox"/> MODIFIED Pag-IBIG II (MP2) |
| REASON FOR CLAIM (Check appropriate box) | | | |
| <input type="checkbox"/> MEMBERSHIP TERM MATURITY | <input type="checkbox"/> RETIREMENT | <input type="checkbox"/> TERMINATION FROM SERVICE BY REASON OF HEALTH | <input type="checkbox"/> PERMANENT DEPARTURE FROM THE COUNTRY |
| <input type="checkbox"/> PERMANENT TOTAL DISABILITY/INSANITY | <input type="checkbox"/> CRITICAL ILLNESS OF THE MEMBER OR ANY OF HIS IMMEDIATE FAMILY MEMBER | <input type="checkbox"/> DEATH | <input type="checkbox"/> EXPATRIATE |
| Effective Retirement Date of Last Day of Service _____ of _____ Please specify type of illness: _____ <input type="checkbox"/> Member <input type="checkbox"/> Immediate Family Member | | <input type="checkbox"/> OPTIONAL WITHDRAWAL | <input type="checkbox"/> MODIFIED Pag-IBIG II (MP2) MATURITY |

| MEMBER'S PERSONAL DETAILS | | | |
|---|---|----------------------|------------------------|
| LAST NAME FIRST NAME NAME EXTENSION (e.g., Jr., II) MIDDLE NAME MAIDEN NAME (For married women) | | | |
| DATE OF BIRTH | MARITAL STATUS | Pag-IBIG MID No./RTN | |
| | <input type="checkbox"/> Single/Unmarried <input type="checkbox"/> Widower <input type="checkbox"/> Annulled <input type="checkbox"/> Married <input type="checkbox"/> Legally Separated | | |
| CLAIMANT, if other than the Member (Last Name, First Name, Name Extension, Middle Name) | | | RELATIONSHIP TO MEMBER |

| ADDRESS AND CONTACT DETAILS | | | |
|---|-------------------|---|--------------------------------------|
| MEMBER'S PRESENT HOME ADDRESS | | | MEMBER/CLAIMANT CONTACT DETAILS |
| Unit/Room No., Floor | Building Name | Lot No., Block No., Phase No. House No. Street Name Subdivision | |
| Barangay | Municipality/City | Province/State/Country (if abroad) | ZIP Code |
| CLAIMANT'S PRESENT HOME ADDRESS (Leave blank if the same as member) | | | COUNTRY + AREA CODE TELEPHONE NUMBER |
| Unit/Room No., Floor | Building Name | Lot No., Block No., Phase No. House No. Street Name Subdivision | Home |
| Barangay | Municipality/City | Province/State/Country (if abroad) | ZIP Code |
| | | | Cell Phone (Required) |
| | | | Email Address |

| EMPLOYMENT DETAILS FROM DATE OF Pag-IBIG MEMBERSHIP (Use another sheet if necessary) | | | |
|--|---------------------------|-----------------------------|-----------------|
| EMPLOYER/BUSINESS NAME | EMPLOYER/BUSINESS ADDRESS | DATE OF Pag-IBIG MEMBERSHIP | |
| | | FROM (Month/Year) | TO (Month/Year) |
| | | | |

| AUTHORITY TO CREDIT | | AUTHORITY TO TRANSFER | |
|---|----------------|--|--------------------------|
| IN THE EVENT OF THE APPROVAL OF MY APPLICATION FOR PROVIDENT BENEFITS CLAIM, I HEREBY AUTHORIZE Pag-IBIG FUND TO CREDIT MY CLAIM PROCEEDS TO MY PAYROLL ACCOUNT/DISBURSEMENT CARD THAT I HAVE INDICATED BELOW | | IN THE EVENT OF THE APPROVAL OF MY APPLICATION FOR PROVIDENT BENEFITS CLAIM, I HEREBY AUTHORIZED Pag-IBIG FUND TO TRANSFER MY CLAIM PROCEEDS TO MY MP2 ACCOUNT THAT I HAVE INDICATED BELOW | |
| PAYROLL ACCOUNT/DISBURSEMENT CARD No. | BANK'S ADDRESS | MP2 ACCOUNT NO. | AMOUNT TO BE TRANSFERRED |
| SIGNATURE OF MEMBER | DATE | SIGNATURE OF MEMBER | DATE |

| APPLICATION AGREEMENT | |
|---|---|
| I hereby certify that I have read and understood the contents hereof, including the guidelines and instructions indicated at the back portion of this form. I further certify under pain of perjury that all information I have indicated herein are true and correct to the best of my knowledge and belief, and that my signature or thumbmark appearing herein is genuine and authentic. I likewise understand that the processing of this application is subject to pertinent provisions of the implementing rules and regulations of the Pag-IBIG Fund. In the event of any outstanding Pag-IBIG loan, Pag-IBIG Fund is hereby authorized to withhold, in whole or in part, the provident benefit subject of this claim, and apply the same as payment to the said loan as well as other obligations due to the Pag-IBIG Fund as of the date of this application. I hereby waive my rights under R.A. No. 1405 and authorize Pag-IBIG Fund to verify/validate my payroll account/disbursement card number. | |
| THUMBMARKS OF MEMBER/CLAIMANT (If unable to sign) | |
| <div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> LEFT THUMB | <div style="border: 1px solid black; width: 80px; height: 80px; margin: 0 auto;"></div> RIGHT THUMB |
| (To be done in the presence of Pag-IBIG Fund Personnel) | |
| _____ MEMBER/CLAIMANT (Signature over Printed Name) | |
| _____ (Signature over Printed Name of Witness) Date | |

THIS PORTION IS FOR Pag-IBIG Fund USE ONLY

| CLAIMS/HL/STL/LOYALTY CARD VERIFICATION | | | | | | | | |
|--|------|---------|------------------------------------|----------------------------|---------------------|-------|-------------|------|
| PARTICULARS | WITH | WITHOUT | DV/CHECK/PN/APPLICATI ON/HL ID NO. | DATE FILED/HL TAKEOUT DATE | OUTSTANDING BALANCE | AS OF | VERIFIED BY | DATE |
| CLAIMS | | | | | | | | |
| HOUSING LOAN | | | | | | | | |
| MULTI-PURPOSE LOAN | | | | | | | | |
| CALAMITY LOAN | | | | | | | | |
| LOYALTY CARD | | | | | | | | |
| PAYEE/S (Use another sheet if necessary) | | | | | | | REMARKS | |

| RECEIPT OF APPLICATION | | | |
|------------------------|------|-------------|-------------|
| RECEIVED BY | DATE | REVIEWED BY | DATE |
| DISAPPROVED BY | DATE | REMARKS | APPROVED BY |
| | | | DATE |

GUIDELINES AND INSTRUCTIONS

A. When to File

The Application for Provident Benefits Claim (APB [HQP-PFF-285]) may be filed upon the occurrence of any of the following:

1. Membership Maturity - shall be based on 20 years of membership with the Fund, reckoned from the initial Pag-IBIG Fund Receipt (PFR) date; provided, the member has remitted a total of 240 monthly membership savings to the Fund at the time of maturity;
 2. Retirement - a member shall be compulsorily retired under the Fund upon reaching the age of 65. A member may opt to retire earlier under the Fund upon the occurrence of any of the following events:
 - a. Actual retirement from the SSS, GSIS, or from government service by provision of law;
 - b. Retirement under a private employer's provident/retirement plan, provided that the member is at least 45 years of age at the time of retirement;
 - c. Reaching the age of sixty (60).
 3. Permanent Total Disability (PTD) or Insanity - PTD refers to the loss or impairment of a physical or mental function resulting from injury or sickness, which incapacitates said member to perform any work or engage in any business or occupation;
 4. Critical illness of the member or any of his immediate family member, as certified by a licensed physician, under any of the following categories, subject to the approval of Deputy Chief Executive Officer-Member Services Cluster:
 - a. Cancer
 - b. Organ Failure
 - c. Heart-related Illness
 - d. Stroke
 - e. Neuromuscular-related Illness

The immediate family member includes any of the following:

 - Spouse
 - Parent
 - Children
 - Sibling
 - Grandparents
 - Grandchildren
 - Legally adopted children shall only be included insofar as applications for withdrawal of savings of their adoptive mothers or adoptive fathers
 5. Termination from Service by Reason of Health - a member can no longer render service to an employer due to severe health conditions, as certified by his doctor;
 6. Death;
 7. Permanent Departure from the Country - a member has been permitted by his host country to remain there indefinitely or has permanently left the Philippines to reside in another country;
 8. Optional Withdrawal of Pag-IBIG Savings
 - a. Members of the Fund after the effectivity of R.A. 9679 shall have the option to withdraw his or her TAV on the fifteenth (15th) year of continuous membership. Provided the said member has no outstanding loan with the Fund at the time of withdrawal. This option may be exercised only once during the membership term;
 - b. A member eligible for optional withdrawal after completing 180 contributions monthly savings may opt to withdraw an amount less than the equivalent sum of said 180 monthly savings. The remaining TAV together with succeeding savings shall be released to the member upon the occurrence of any of the grounds for membership termination.
- c. Any other reasons as may be approved for by the Board.

B. Who May File

The application may be filed by the member, his guardian, or any authorized representative/s. If the reason for claim is death of the member, the application may be filed by his heir/s or the latter's representative/s, or any appointed court administrator or executor.

C. Payment of Benefits**1. Return of Total Accumulated Value**

- a. The TAV to be returned to the member or his legal heirs, less of any and all pending obligations with the Fund, shall consist of member's remitted accumulated savings; employer's counterpart savings, if applicable; and dividend earnings credited to the member's account as declared by the Board.
- b. For members with outstanding obligations with the Fund, at the time of termination of membership, the said obligation shall be deducted from his TAV prior to the release of the provident claim.
- c. Release of member's TAV shall be based on actual savings remitted by the employee and employer, if applicable. In the case of member-claimants whose employer counterpart savings have not been remitted to the Fund, a partial release of their TAV shall be made based on actual amounts credited to their accounts. In the same manner, the computation of annual dividends shall be based on actual remittances made. Any amount that the Fund may collect from the employer due to enforcement shall be subsequently released to the member or his heirs.
- d. In case of member's death, the release of his provident benefit claims shall be in accordance with the laws on succession.
- e. A member who has multiple employers shall be entitled to claim his entire savings anytime upon occurrence of any of the grounds for membership termination.

2. Death Benefit

- a. Upon the death of a member, his legal heirs shall be entitled to receive the applicable death benefit in addition to the deceased member's TAV. The amount of the death benefit shall depend on his membership status with the Fund at the time of his death.
 - For active members at the time of death - P6,000, regardless of the amount of TAV.
 - For inactive members at the time of death - the amount is equivalent to member's TAV or P6,000, whichever is lower.
 - If TAV offsetting occurred prior to the member's death - the amount of death benefit to be granted shall depend on the membership status as of date of death. In case of inactive status as of date of death, the TAV under consideration shall be the TAV prior to offsetting.
- b. The legal heirs of the deceased member shall still be entitled to death benefit, subject to the conditions set and under the following circumstances:
 - The check for provident benefit claims based on the grounds for membership termination other than death is not yet released to the member;
 - The member's provident benefit claim proceeds are not yet credited to his disbursement/cash card or Payroll Account at the time of his death.

3. Manner of Payment

- a. Shall be paid to the member or his legal heirs through any of the following modes:
 - Crediting to the claimant's disbursement/cash card or Payroll Account;
 - Through check payable to the claimant; or
 - Other similar modes of payment approved by the Board.
- b. Claiming of checks through a representative shall be allowed provided the representative shall present the documents that the Fund may require relative to the provident benefit claim.