



Pag-IBIG MULTI-PURPOSE LOAN APPLICATION

(TO BE FILLED-IN BY APPLICANT)

APPLICATION No. _____

| | | | | | | | |
|---|------------|-------------|--------------------------|--|---|---|--|
| Type or print entries | | | | | | | |
| FAMILY NAME | FIRST NAME | MIDDLE NAME | MAIDEN NAME (IF MARRIED) | SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE | STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOWED <input type="checkbox"/> LEGALLY SEPARATED | BIRTHDATE | |
| HOME ADDRESS (Pls. indicate complete address) | | | | BIRTHPLACE | HOME TEL. No. | TIN No. | |
| MOTHER'S MAIDEN NAME (For female married members only) | | | | EMPLOYEE No. | Pag-IBIG ID No. | SSS/GSIS ID No. | |
| COMPANY/EMPLOYER NAME | | | | FOR AFP EMP-SERIAL/ACCOUNT No. FOR DECS EMP - DIV. CODE/STATION CODE/ EMPLOYEE No. | | | |
| COMPANY/EMPLOYER ADDRESS (Pls. indicate complete address) | | | | OFFICE TEL. NO. | TYPE OF LOAN <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL | LOAN PURPOSE <input type="checkbox"/> HOUSING RELATED <input type="checkbox"/> NON-HOUSING RELATED | |

| EMPLOYMENT HISTORY FROM DATE OF Pag-IBIG MEMBERSHIP (Use another sheet if necessary) | DATE OF Pag-IBIG MEMBERSHIP | (Mo. Yr.) |
|--|-----------------------------|-----------|
| NAME OF EMPLOYER | ADDRESS | FROM |
| | | |
| | | |
| | | |

| | | | | |
|---|--|-----------------------------------|--|--------------|
| IN THE EVENT OF THE APPROVAL OF MY APPLICATION FOR MULTI-PURPOSE LOAN, I HEREBY AUTHORIZE Pag-IBIG FUND TO CREDIT MY PROCEEDS THROUGH MY PAYROLL BANK ACCOUNT THAT I HAVE INDICATED ON THIS RIGHT PORTION. | <b style="text-align: center;">SIGNATURE OF APPLICANT <div style="border: 1px solid black; height: 40px; width: 100%;"></div> | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center;">MEMBER'S PAYROLL BANK ACCOUNT NO.</td> </tr> <tr> <td style="text-align: center;">NAME OF BANK/BRANCH (Where member maintains payroll account)</td> </tr> <tr> <td style="text-align: center;">BANK ADDRESS</td> </tr> </table> | | MEMBER'S PAYROLL BANK ACCOUNT NO. | NAME OF BANK/BRANCH (Where member maintains payroll account) | BANK ADDRESS |
| MEMBER'S PAYROLL BANK ACCOUNT NO. | | | | |
| NAME OF BANK/BRANCH (Where member maintains payroll account) | | | | |
| BANK ADDRESS | | | | |

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 the Home Development Mutual Fund (Pag-IBIG Fund), I hereby authorize my present employer _____ or any employer with whom I may get employed in the future, to deduct the monthly Pag-IBIG contribution and amortization due from my salary and remit the same to Pag-IBIG Fund. If my employer fails to deduct the monthly amortization due from my salary or if deducted, fails to remit the same on due date, I understand that I shall pay a penalty of one-half percent (1/2%) of any unpaid amount for every month of delay.

I further authorize said employer to deduct the outstanding balance of my multi-purpose loan from my retirement and/or separation pay and remit the same to Pag-IBIG Fund. This authorization is irrevocable until such time that the said loan is fully paid.

In the event my retirement and/or separation pay is not sufficient to settle the outstanding balance of my multi-purpose loan or my employer fails, for whatever reason, to deduct the same from said retirement and/or separation pay in settlement of the outstanding balance of my multi-purpose loan, I hereby authorize Pag-IBIG Fund to apply whatever benefits are due me from the Fund to settle said obligation.

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 and thumbmarks appearing herein are genuine and authentic.

Signature of Applicant over Printed Name _____

COM. TAX CERT. NO. _____

ISSUED ON _____ AT _____

LEFT THUMBMARK OF APPLICANT

RIGHT THUMBMARK OF APPLICANT

HEAD OF OFFICE OR AUTHORIZED
(Signature over printed name)

DESIGNATION

EMPLOYER SSS/ GSIS ID NO. AGENCY CODE BRANCH CODE

This office agrees to collect the corresponding monthly amortizations on this loan and the monthly Pag-IBIG contributions of herein applicant through payroll deduction together with the Pag-IBIG employer counterpart contributions and remit said amounts (if applicable) to Pag-IBIG Fund on or before the _____ day of every month for loan amortizations and _____ of the month for contributions, for the duration that the loan remains outstanding.

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 the Atrium of Makati, Makati Ave., City of Makati the sum of Pesos:

(₱ _____) Philippine Currency, with the interest at the rate of 10.75% per annum until fully paid.

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:

- The borrower shall pay the amount of Pesos: _____ (₱ _____) through payroll deduction over a period of twenty-four (24) months. In case of resignation/separation from the employer by the borrower prior to full payment of this loan, monthly/full payments should be made directly to the Pag-IBIG Fund office where the loan was released.
- Payments are due on or before the _____ of the month starting on _____ and twenty-three (23) succeeding months thereafter.
- Payments made by the borrower after due date shall be applied in the following order of priorities: Interest, first; principal, second.
- A penalty of one-half percent (1/2%) of any unpaid amount shall be collected from the borrower for every month of delay. Penalties shall be computed upon occurrence of the delay but shall be charged only upon renewal/full payment.

Signed in the presence of:

| | | |
|---|--|---|
| _____ Witness (Signature over Printed Name) | _____ (Signature over Printed Name) | _____ Signature of Applicant over Printed Name |
|---|--|---|

THIS PORTION IS FOR Pag-IBIG FUND USE ONLY

| CLAIM/HOUSING LOAN/STL VERIFICATION | | | | | |
|-------------------------------------|------|------|-----------------|------------|----------|
| PARTICULARS | NONE | WITH | DETAILS | VERIFIED | DATE |
| CLAIMS | | | DV/CHECK No. | DATE FILED | |
| Pag-IBIG SHORT TERM LOANS AVAILED | | | APPLICATION No. | DV No. | VERIFIED |
| KASIPAGAN/EMERGENCY/PROVIDENT | | | | | DATE |
| MPL | | | | | |

| APPROVAL | | | |
|-------------|------|----------------|------|
| REVIEWED BY | DATE | APPROVED BY | DATE |
| | | DISAPPROVED BY | DATE |

GUIDELINES AND INSTRUCTIONS

A. Who May File

Any Pag-IBIG member who satisfies the following requirements may apply for a multi-purpose loan:

1. The member has made at least twenty-four (24) monthly contributions.
2. Active Fund membership at the time of application with commitment from both employee/employer to continuously remit contributions at least for the term of the loan.
3. The Pag-IBIG housing loan of the member, if any, must be updated at the time of application.

B. How to File

The applicant shall:

1. Secure a Pag-IBIG Multi-Purpose Loan Application (HDMF P2-1) from any Pag-IBIG Fund NCR Branch/Regional/Sub-regional or Extension Office.
2. Accomplish the application form in one (1) copy.
3. Attach the required documents. (*See List of Required Documents*). In cases where xerox or photocopies are submitted, the original copy must be presented for authentication. Falsification of documents or any untruthful statements made therein shall be basis for disapproval of the application.
4. Submit complete application, together with the required documents to any Pag-IBIG Fund NCR Branch/Regional/Sub-regional or Extension Office. Processing of loans will commence only upon submission of complete documents.

C. Loan Features

1. Loan Amount

The loan amount available to each eligible borrower shall be 60% of the Total Accumulated Value (TAV) of his savings.

2. Interest

The loan shall bear interest at the rate of 10.75% per annum to be capitalized and paid equally over twenty-four (24) months.

3. Manner of Release of Loan

The loan proceeds shall be released through a check payable to the borrower or by crediting to the borrower's account through LANDBANK's Payroll Credit Systems Validation (PACSVL) and Philippine Domestic Dollar Transfer System (PDDTS) facilities. The member-borrower's authorized representative may claimed the check upon presenting a duly notarized Special Power of Attorney (SPA) and a valid identification card of the borrower and the authorized representative. Any unclaimed check after fifteen (15) days from date of issuance shall automatically be mailed to the member.

4. Loan Period

The loan shall be amortized over a period of twenty-four (24) months after a grace period of five (5) months.

5. Loan Payments

The loan shall be paid in equal monthly payments thru salary deduction in such amount as may fully cover the obligation over the loan period.

During the term of the loan, the member may fully pay the outstanding balance of the loan.

Payments are to be remitted to Pag-IBIG Fund in accordance with the following schedule starting on the 6th month following the date on the DV/check:

| First letter of employer's name | Due date |
|---------------------------------|---|
| A to D | 10 th to the 14 th day of the month |
| E to L | 15 th to the 19 th day of the month |
| M to Q | 20 th to the 24 th day of the month |
| R to Z | 25 th to the end of the month |

In case of resignation/separation from the employer, payments should be made directly to the Pag-IBIG Fund office where the loan was released.

In case of change of employer, payment shall be made thru the new employer with due notice given by the member to Pag-IBIG Fund with regard to change of employer.

6. Penalty for Delayed Payment

A penalty of one-half percent (1/2%) of any unpaid amount shall be charged to the borrower for every month of delay. However, for member-borrowers paying their multi-purpose loans through automatic salary deduction, no penalty shall be charged against the borrower if non-payment of the loan is due to the fault of the employer. The corresponding interests, however, shall continue to accrue until full settlement of the loan.

In the event of membership termination prior to loan maturity, any amount outstanding including the accrued interest, penalties and charges, shall be deducted from the borrower's Total Accumulated Value (TAV) and/or any amount due him or his beneficiaries in the possession of Pag-IBIG Fund.

D. Renewal of Loan

A borrower may renew his Multi-Purpose loan upon anniversary date of the loan (DV/check date) and payment of at least 50% of the loan principal. The outstanding balance, together with any accrued interests, penalties and charges, shall be deducted from the proceeds of the new loan.

In case of full payment prior to anniversary date, loan renewal shall be allowed only on or after the anniversary date of the previous loan.

LIST OF REQUIRED DOCUMENTS

| REQUIREMENTS | REMARKS |
|---|---------|
| A. PRIVATE a. Certificate of Remittance (<i>latest 12 months</i>), optional b. Certificate of Loan Amortization, <i>if with previous loan</i> , optional | |
| B. DECS-IBM a. Latest payroll, authenticated by Administrative Officer/Authorized Signatory | |
| C. OTHER GOVERNMENT AGENCIES a. Certificate of Remittance (<i>latest 12 months</i>), optional b. Certificate of Loan Amortization, <i>if with previous loan</i> , optional c. Latest Payslip, authenticated d. Updated Service Record | |
| D. PHILIPPINE NATIONAL POLICE a. Latest Payslip (<i>authenticated</i>) b. Updated Service Record | |
| E. ARMED FORCES OF THE PHILIPPINES a. Certificate of Remittance (<i>latest 12 months</i>), optional b. Certificate of Loan Amortization, <i>if with previous loan</i> , optional c. Latest Payslip (<i>authenticated</i>) d. Updated Service Record | |
| Additional Requirements: <input type="checkbox"/> Photocopy of passbook or Automatic Teller Machine (ATM) card reflecting account name and number | |