



## SHORT-TERM LOAN (STL) CHECKLIST OF REQUIREMENTS

### BASIC REQUIREMENTS

1. Multi-Purpose Loan Application Form (MPLAF, HQP-SLF-065/  
Calamity Loan Application Form (CLAF, HQP-SLF-066)
2. Photocopy of at least two (2) valid IDs
3. Proof of Income:
  - Formally-employed  
The “Certificate of Net Pay” portion at the back of the application form must be accomplished by the employer or submit photocopy of one (1) month latest payslip duly authenticated by the company’s authorized signatory.
  - Self-Employed or Individual Payors  
Photocopy of any of the following:
    - Business/Mayors Permit;
    - Commission Vouchers;
    - Other valid proof of income
4. For releasing of loan proceeds thru Payroll Account/Disbursement Card, submit photocopy of the Payroll Account/Disbursement Card (front portion of the card only) duly certified by the member.

### **ADDITIONAL REQUIREMENTS FOR CALAMITY LOAN** **(Applicable to Members Affected by El Niño Phenomenon only)**

- a. For farmers, including landlords, fisher folks, and livestock farmers
  - Certification from the Municipal Agricultural Office (MAO) that their products were damaged/killed due to the calamity.
- b. For business owners/market vendors
  - Certification from the Market Vendors Association or certification from the Municipal Mayor (if not a member of the association) attesting that he is engaged in the selling of farm products, vegetable, meat, fish, and that his source of livelihood was affected by the calamity.
- c. For Pag-IBIG Members or any of his immediate family members afflicted by diseases such as diarrhea, cholera, skin diseases, paralytic shellfish poisoning (red tide bloom), heat cramps, heat exhaustion, heat stroke, chickenpox, measles, and hypertension
  - A Medical Certificate from the Doctor stating that such disease/illness is brought by the onset of calamity.

### **NOTES:**

- Original copies of photocopied required documents must be presented for authentication.
- Employed member-borrower may not present original copies of the photocopied required documents provided that said documents is duly certified by the employer.
- For filing of application thru a representative, submit the following:
  - Notarized Special Power of Attorney (SPA)
  - At least two (2) valid IDs of both parties