



CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR LOAN RESTRUCTURING

| REQUIRED DOCUMENTS | WHERE TO SECURE |
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| REQUIREMENTS UPON LOAN APPLICATION | |
| For Borrower | |
| 1. Duly Accomplished Application for Loan Restructuring (HQP-HLF-001) (1 original copy) | Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch |
| 2. Updated Real Property Tax (RPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) | Assessor's Office/ Municipal's Office/ Local Government Unit (LGU) |
| 3. Proof of Income <u>For Locally Employed, any of the following:</u> | |
| a. One (1) Month Payslip, within the last three (3) months prior to date of loan application with name and signature of the authorized signatory of the employer (1 certified true copy); | Employer |
| b. Certificate of Employment and Compensation (CEC), indicating the gross monthly income and monthly allowances; or monthly monetary benefits received by the employee (1 original copy) duly signed by the authorized signatory of the employer. For system generated CEC, the signature of authorized signatory of the employer must be reflected in the said CEC or Latest Income Tax Return (ITR) for the year immediately preceding the date of loan application, with attached BIR Form No. 2316, stamped received by the BIR (1 photocopy) | Employer |
| <u>For Self-Employed, any of the following:</u> | |
| a. ITR (1 certified true copy) (BIR Form No. 1701) duly certified by BIR, Audited Financial Statements (1 photocopy) and Official Receipt of tax payment from bank supported with DTI Registration and Mayor's Permit/Business Permit (1 photocopy) and sketch of business location | Bureau of Internal Revenue (BIR)/ Financial Bank/ Department of Trade and Industry (DTI) Municipal's Office/ City Hall |
| b. Commission Voucher (1 photocopy) or Certification of commission received (1 original copy) reflecting the issuer's name and contact details (for the last 12 months) | Employer/Business Owner/Source of Commissions |

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| <p>c. Bank Statements (1 original copy) or passbook (1 photocopy) for the last 12 months (in case income is sourced from foreign remittances, pensions, etc.) with authorization from the depositor to conduct bank verification indicating the following information (account name, type, number, opening date, depository bank, signature over printed name of depositor and details of credit investigator from Pag-IBIG Fund)</p> <p>d. Notarized Lease Contract and proof of ownership or rights over the property subject of lease (1 photocopy) (if income is derived from rental payments)</p> <p>e. Certified True Copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other PUVs, MARINA for sea transportation) and valid Official Receipt (OR)/Certificate of Registration (CR) (1 photocopy)</p> <p>f. Certificate of Engagement (HQP-HLF-111) issued by owner of business or person availing of the services (1 original copy)</p> | <p>Issuing Bank</p> <p>Property Owner</p> <p>Local Government Unit (LGU)/Land Transportation Franchising and Regulatory Board (LTFRB)/Transportation Association/Maritime Industry Authority (MARINA)</p> <table border="1" data-bbox="784 951 1490 1717"> <thead> <tr> <th data-bbox="784 951 1096 1020">Owner</th> <th data-bbox="1096 951 1490 1020">Authorized to Certify</th> </tr> </thead> <tbody> <tr> <td data-bbox="784 1020 1096 1224">Micro-entrepreneurs</td> <td data-bbox="1096 1020 1490 1224">Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain</td> </tr> <tr> <td data-bbox="784 1224 1096 1493">Agriculture/Forestry/Fishery</td> <td data-bbox="1096 1224 1490 1493">DAR/DENR/DA/LGU/Land Owner/ Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain</td> </tr> <tr> <td data-bbox="784 1493 1096 1717">Private Household</td> <td data-bbox="1096 1493 1490 1717">Employer, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain</td> </tr> </tbody> </table> | Owner | Authorized to Certify | Micro-entrepreneurs | Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain | Agriculture/Forestry/Fishery | DAR/DENR/DA/LGU/Land Owner/ Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain | Private Household | Employer, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain |
| Owner | Authorized to Certify | | | | | | | | |
| Micro-entrepreneurs | Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain | | | | | | | | |
| Agriculture/Forestry/Fishery | DAR/DENR/DA/LGU/Land Owner/ Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain | | | | | | | | |
| Private Household | Employer, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain | | | | | | | | |

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| <p>g. ITR BIR Form No. 1701 (1 photocopy) for fees on professional services, commissions or services rendered (for the last 12 months) NOTE: The applicant should submit ITR BIR Form No. 2307 (1 photocopy) to support/supplement the income document mentioned above.</p> <p><u>For Overseas Filipino Workers (OFWs), any of the following:</u></p> <p>a. Employment Contract duly certified by POEA, Philippine Consular Office at Host Country or MSO at Pag-IBIG Overseas Post within the past 12 Months</p> <ul style="list-style-type: none"> ▪ Employment Contract between employee and employer (1 photocopy); or ▪ POEA Standard Contract (1 photocopy) <p>b. Certificate of Employment and Compensation (CEC) within the past 12 months</p> <ul style="list-style-type: none"> ▪ CEC written on the Employer/ Company's official letterhead (1 original copy); or ▪ CEC signed by employer (for household staff and similarly situated employees) supported by a photocopy of the employer's ID or passport (1 original copy) <p>The applicant should submit any of the following documents to support/ supplement the income documents mentioned above:</p> <ul style="list-style-type: none"> - Payslip indicating income received and period covered (1 photocopy) - Valid OWWA Membership Certificate (1 photocopy) | Transport | Operator, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain |
| | Other Community, Social and Personal Service Activities | Business Owner/Person availing of the service, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain |
| | BIR | |
| | Borrower/POEA/Philippine Consular Office at Host Country/MSO at Pag-IBIG Overseas Post | |
| | Borrower/POEA/ Philippine Consular Office at Host Country/MSO at Pag-IBIG Overseas Post | |
| | Employer | |
| | Employer | |
| | Employer | Overseas Workers Welfare Administration (OWWA) |

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| <ul style="list-style-type: none"> - Overseas Employment Certificate (1 photocopy) - Passport with appropriate visa (Working Visa) (1 photocopy) - Residence card/permit (permit to stay indicating work as the purpose) (1 photocopy) - Bank remittance record (1 original copy) <p style="margin-left: 40px;">NOTE: If documents are in foreign language/s, English translation is required.</p> | <p>Philippine Overseas Employment Administration (POEA)/ Employer Host country/Government</p> <p>Host country/Government</p> <p>Issuing Bank</p> |
| <p>4. One (1) valid ID with signature (1 photocopy, back-to-back) of borrower and spouse, co-borrower and spouse, <i>if applicable</i>. Any of the following:</p> <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System (SSS) Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/ Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWDP) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card) | <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/ Host Country) Professional Regulation Commission (PRC)</p> <p>Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> |
| <p>5. In case of discrepancy in personal details of the Principal Borrower and Spouse, Co-Borrower, and Spouse, (e.g. name, date of birth), Notarized Affidavit of Two Disinterested Person (1 original copy and 1 photocopy)</p> | <p>Principal Borrower and Spouse, Co-Borrower and Spouse</p> |

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| <p>6. Insurance Coverage</p> <ul style="list-style-type: none"> ✓ Health Statement Form (Medical Questionnaire) (1 original copy) <ul style="list-style-type: none"> ▪ For borrowers over 60 years old ▪ For borrowers, up to 60 years old, if loan is over P2.0M to P6.0M ✓ Health Statement Form (Medical Questionnaire) (1 original copy) and Copy of the result of medical examination conducted prior to assignment overseas as required by the employment agency (1 photocopy) <ul style="list-style-type: none"> ▪ For OFW borrowers over 60 years old | <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch and Medical Hospital</p> |
| <p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p> | |
| <p>For Representative</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Loan Restructuring (HQP-HLF-001) (1 original copy) 2. Updated Real Property Tax (RPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. Proof of Income <i>For Locally Employed, any of the following:</i> <ol style="list-style-type: none"> a. One (1) Month Payslip, within the last three (3) months prior to date of loan application with name and signature of the authorized signatory of the employer (1 certified true copy); b. Certificate of Employment and Compensation (CEC), indicating the gross monthly income and monthly allowances or monthly monetary benefits received by the employee (1 original copy) duly signed by the authorized signatory of the employer. For system generated CEC, the signature of authorized signatory of the employer must be reflected in the said CEC or Latest Income Tax Return (ITR) for the year immediately preceding the date of loan application, with attached BIR Form No. 2316, stamped received by the BIR (1 photocopy) | <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Assessor's Office/ Municipal's Office/Local Government Unit (LGU)</p> <p>Employer</p> <p>Employer</p> |

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| <p>7. Notarized Special Power of Attorney (SPA) of the borrower/s and co-borrowers and spouse (1 original copy and 1 photocopy)</p> <p><u>For OFW Borrower/Co-Borrower</u></p> <ul style="list-style-type: none"> ✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/ seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy and 1 photocopy) ✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA | <p>Pag-IBIG Branch</p> <p>Person being Represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> |
| <p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p> | |

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| <p>For Legal Heir</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Loan Restructuring (HQP-HLF-001) (1 original copy) 2. Updated Real Property Tax (RPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. Death Certificate of original borrower (1 photocopy) 4. Birth Certificate of the Legal Heir (1 photocopy) 5. Last Will and Testament (1 photocopy) or Extra-Judicial Settlement of Estate (<i>if title is in name of borrower</i>) or Proof of Relationship (<i>if title is in name of developer</i>) (1 photocopy) 6. Affidavit of Publication (<i>if title is in name of the borrower</i>) (1 photocopy) 7. Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy) 8. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original copy and 1 photocopy) | <p>Pag-IBIG Website (www.pagibigfund.gov.ph), or any Pag-IBIG Branch</p> <p>Assessor's Office/ Municipal's Office/ Local Government Unit (LGU)</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA</p> <p>Original Borrower/Lawyer</p> <p>Lawyer</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Lawyer</p> |
| <p><u>For OFW Family Members of the Legal Heir</u></p> <ul style="list-style-type: none"> ✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy and 1 photocopy) ✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer. ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA | <p>Person being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p> |

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| <p>9. One (1) Valid ID with signature (1 photocopy, back-to-back) of the Legal Heir. Any of the following:</p> <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/ Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWDP) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) | <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC)</p> <p>Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> |
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| <p>For Representative of Legal Heir</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Loan Restructuring (HQP-HLF-001) (1 original copy) 2. Updated Real Property Tax (RPT) Receipt/ Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. Death Certificate of original borrower (1 photocopy) 4. Birth Certificate of the Legal Heir (1 photocopy) | <p>Pag-IBIG Website (www.pagibigfund.gov.ph), or any Pag-IBIG Branch</p> <p>Assessor's Office/ Municipal's Office/ Local Government Unit (LGU)</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA</p> |

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| 5. Last Will and Testament (1 photocopy) or Extra-Judicial Settlement of Estate (<i>if title is in name of borrower</i>) or Proof of Relationship (<i>if title is in name of developer</i>) (1 photocopy) | Original Borrower/Lawyer |
| 6. Affidavit of Publication (<i>if title is in name of the borrower</i>) (1 photocopy) | Lawyer |
| 7. Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy) | Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch |
| 8. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original and 1 photocopy) | Lawyer |
| <u>For OFW Legal Heir/Family Member of Legal Heir</u> | |
| <ul style="list-style-type: none"> ✓ For SPA executed and notarized in the Philippines, include a photocopy of passport/seaman's book reflecting the entry date and/or exit date to/from the Philippines (1 original copy and 1 photocopy) | Person being Represented |
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| REQUIRED DOCUMENTS | WHERE TO SECURE |
|---|---|
| <ul style="list-style-type: none"> - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/ Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWDP) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) | <p>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> |

NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.

| DOCUMENTS REQUIRED UPON LOAN APPROVAL | |
|---|---|
| <p>1. Duly accomplished/notarized Loan Restructuring Agreement (3 original copies)</p> <ul style="list-style-type: none"> - For CTS Accounts (HQP-HLF-010) - For REM Accounts (HQP-HLF-011) - For DCS Accounts (HQP-HLF-662) | Pag-IBIG Branch |
| <p>2. Real Estate Mortgage (pre-signed) (For CTS Accounts) (HQP-HLF-009) (3 original copies)</p> | Pag-IBIG Branch |
| <p>3. Duly accomplished/notarized Promissory Note (HQP-HLF-008) (3 original copies)</p> | Pag-IBIG Branch |
| <p>4. Authority to Deduct (HQP-HLF-124) (1 original copy), for employees with existing CSA & in case the payment is thru salary deduction</p> | Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch |
| <p>5. Notice of Approval (NOA, HQP-HLF-654/HQP-HLF-646) (1 original copy) with conformity of the borrower and spouse and the co-borrower and spouse, <i>if applicable</i></p> | Pag-IBIG Branch |
| <p>6. Notarized Deed of Revocation of Notice of Cancellation (DRNOC, HQP-HLF-012) (3 original copies)</p> | Pag-IBIG Branch |
| <p>7. If mode of payment is thru Post-Dated Checks, 12 PDCs</p> | Issuing Bank/Borrower/Co-Borrower/Spouse |

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