



SHORT-TERM LOAN (STL) CHECKLIST OF REQUIREMENTS

MEMBER	FILING THROUGH A REPRESENTATIVE
<p>1. Multi-Purpose Loan Application Form (MPLAF, HQP-SLF-065) or Calamity Loan Application Form (CLAF, HQP-SLF-066) (1 Original)</p> <p>2. Valid ID acceptable to the Fund (1 Photocopy)</p> <p>3. Proof of Income <u>For Formally Employed:</u> 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.</p> <p><u>For Self-Employed, any of the following:</u></p> <ol style="list-style-type: none"> a. Income Tax Return (ITR), Audited Financial Statements and Official Receipt of tax payment from bank supported with DTI Registration and Mayor’s Permit/Business Permit (1 Photocopy) b. Commission Vouchers reflecting the issuer’s name and contact details (for the last 12 months) (1 Original) c. Bank Statements or passbook for the last 12 months (in case income is sourced from foreign remittance, pension, etc.) (1 Original) d. Transport Franchise issued by appropriate government agency (LGU for tricycles, LTRFB for other PUVs) (1 Certified True Copy) e. Certificate of Engagement issued by the owner of business (1 Original) f. Declaration of Income (HQP-SLF-136) (1 Original) <p><u>For Overseas Filipino Workers (OFW), any of the following:</u></p> <ol style="list-style-type: none"> a. Employment Contract <ul style="list-style-type: none"> ▪ Employment Contract between employee and employer (1 Photocopy); or ▪ POEA Standard Contract (1 Original) b. Certificate of Employment and Compensation (CEC) <ul style="list-style-type: none"> ▪ CEC written on the Employer/Company’s official letterhead (1 Original); or ▪ CEC signed by the employer (for household staff and similarly situated employees) (1 Original), supported by a photocopy of the employer’s ID and passport c. ITR filed with the Host Country/Government (1 Original) <p style="margin-left: 20px;">NOTE: If documents are in foreign language/s, English translation is required.</p>	<p>1. Multi-Purpose Loan Application Form (MPLAF, HQP-SLF-065) or Calamity Loan Application Form (CLAF, HQP-SLF-066) (1 Original)</p> <p>2. Valid IDs of both parties (1 Photocopy)</p> <p>3. Authorization Letter (1 Original)</p> <p>4. Proof of Income <u>For Formally Employed:</u> The “Certificate of Net Pay” portion at the back of 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.</p> <p><u>For Self-Employed, any of the following:</u></p> <ol style="list-style-type: none"> a. Income Tax Return (ITR), Audited Financial Statements and Official Receipt of tax payment from bank supported with DTI Registration and Mayor’s Permit/Business Permit (1 Photocopy) b. Commission Vouchers reflecting the issuer’s name and contact details (for the last 12 months) (1 Original) c. Bank Statements or passbook for the last 12 months (in case income is sourced from foreign remittance, pension, etc.) (1 Original) d. Transport Franchise issued by appropriate government agency (LGU for tricycles, LTRFB for other PUVs) (1 Certified True Copy) e. Certificate of Engagement issued by the owner of business (1 Original) f. Declaration of Income (HQP-SLF-136) (1 Original) <p><u>For Overseas Filipino Workers (OFW), any of the following:</u></p> <ol style="list-style-type: none"> a. Employment Contract <ul style="list-style-type: none"> ▪ Employment Contract between employee and employer (1 Photocopy); or ▪ POEA Standard Contract (1 Original) b. Certificate of Employment and Compensation (CEC) <ul style="list-style-type: none"> ▪ CEC written on the Employer/Company’s official letterhead (1 Original); or ▪ CEC signed by employer (for household staff and similarly situated employees) (1 Original), supported by a photocopy of the employer’s ID and passport c. ITR filed with Host Country/Government (1 Original) <p style="margin-left: 20px;">NOTE: If documents are in foreign language/s, English translation is required.</p>

ADDITIONAL REQUIREMENTS FOR CALAMITY LOAN (Applicable to Members Affected by El Nino 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 diseases/illness brought by the onset of calamity.

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