INSTRUCTIONS:	LOAN APPLICATION FOR	RM (CLAF)	HQP-SLF-066 (V08, 09/2023)
1. Accomplish this form in one (1) copy only. P 2. Type or print all entries in BLOCK or CAPITA 3. All data fields are mandatory. Otherwise, put		Pag-IBIG MID NO.	APPLICATION NO.
LAST NAME FIRST NAME NAME EXTENSION M (e.g., Jr., II)	IDDLE NAME MAIDEN MIDDLE NAME NO MIDDLE N (for married women) (check if applicab)		PLACE OF BIRTH
COMPLETE MOTHER'S MAIDEN NAME NATIONALITY	SEX MARITAL STATUS Male Single/Unmarried Widow/er Aried Legally Separated	CITIZENSHIP	EMAIL ADDRESS
PRESENT HOME ADDRESS Unit/ Room No., Floor Buildi	ng Name Lot No., Block No., Phase No. House No.	CELL PHONE NUMBER	HOME TELEPHONE NUMBER
Street Name Subdivision Barangay Municij	pality/City Province/State/Country (if abroad) ZIP C	ode APPLICANT'S TAXPAYER IDENTIFICATION NUMBER (T	SSS/GSIS NO.
PERMANENT HOME ADDRESS Unit/Room No., Floor Buildin	g Name Lot No., Block No., Phase No. House No.	BUSINESS TELEPHONE NUM	MBER NATURE OF WORK
Street Name Subdivision Barangay Municip	pality/City Province/State/Country (if abroad) ZIP C	ode NAME OF TYPHOON/CALAMI	ITY DESIRED LOAN AMOUNT
EMPLOYER/BUSINESS NAME		LOAN TERM ☐ Two (2) Years ☐ Three (3)	Years SOURCE OF FUND
EMPLOYER/BUSINESS ADDRESS Unit/Room No., Floor Build. Subdivision Barangay Municipality/City Provi	ng Name Lot No., Block No., Phase No. House No. Street nce/State/Country (if abroad) ZIP Co	Non-Housing Related	
EMPLOYEE ID NUMBER	DATE OF EMPLOYMENT	☐ Livelihood	☐ Others, please specify ————
PREVIOUS EMPLOYMENT DETAILS FROM DATE OF			
EMPLOYER/BUSINESS NAME	EMPLOYER/BUSINESS ADDRESS FRO		FROM (mm/yy) TO (mm/yy)
SIGNATURE OF API			
	SIGNATURE OF	F APPLICANT PAYROL	LL ACCOUNT/DISBURSEMENT CARD
In the event of the approval of my application for Calamity Fund to credit my loan proceeds through my Payroll Accindicated on the right portion.	Loan, I hereby authorize Pag-IBIG \	F APPLICANT PAYROL	NAME OF BANK/BRANCH
Fund to credit my loan proceeds through my Payroll Acc	v Loan, I hereby authorize Pag-IBIG bunt/Disbursement Card that I have	F APPLICANT PAYROL	
Fund to credit my loan proceeds through my Payroll Acc	APPLICATION AGREEMENT is application subject to the pertinent provisions of the Implements under R.A. No. 1405 (Secrecy of Bank Deposits Act) and authent card. Furthermore, I hereby authorize my present employer with whom I may get employer with whom I may get employer with whom I may get employer provided monthly amortization on Calamity Loan falls below policy, I authorize Pag-IBIG Fund to compute for a lower load et al., I shall be charged with a penalty of 1/20 of 1% of any unpaid are to my payroll account/disbursement card, I hereby authorize Pagut uneed of further notice of demand. Should my account balance.	onting on this loan and the MS of hogether with the employer pag-IBIG Fund on or before duration that the loan rendeduct the monthly amortiz failed to remit it on due corresponding penalty char of any unpaid amount for remittance equivalent to 1/payable from the date the lopaid.	
Fund to credit my loan proceeds through my Payroll Accindicated on the right portion. In consideration of the loan that may be granted by virtue of th Rules and Regulations of Pag-IBIG Fund, I hereby waive my right Pag-IBIG Fund to verify/validate my payroll account/disburse in the future, to deduct the membership savings (MS) and moniform. If the resulting monthly net take home pay after deducting monthly net take home pay are quired under the GAA/comparamount. I understand that should I fail to pay the monthly amortization due for every day of delay. If for any reason excess loan proceeds are erroneously credited Fund to debit/deduct the excess amount from my account without the control of the con	APPLICATION AGREEMENT is application subject to the pertinent provisions of the Impleme that under R.A. No. 1405 (Secrecy of Bank Deposits Act) and auth ment card. Furthermore, I hereby authorize my present emp or any employer with whom I may get emp hly amortization due from my salary and remit the same to Pag the computed monthly amortization on Calamity Loan falls belo any policy, I authorize Pag-IBIG Fund to compute for a lower loa and to my payroll account/disbursement card, I hereby authorize Pag tut need of further notice of demand. Should my account balan count to be refunded. The provided in pag-IBIG found to page any of my account information to legal and government regulations, as described in Pag-IBIG Fund's Freed transferred to service providers (e.g., Credit Information Corpor	on this office agrees to collect on this loan and the MS of I together with the employer Pag-IBIG Fund on or beform the deduct the monthly amortize failed to remit it on due corresponding penalty char of any unpaid amount for remittance equivalent to 1/ payable from the date the logarid. In IBIG Carlot Carlo	t the corresponding monthly amortization nerein applicant through salary deduction, rounterpart, and remit said amounts to be the 15th day of each month, for the nains outstanding. However, should we tation due from the applicant's salary but the date, this office agrees to pay the ged to applicant equivalent to 1/20 of 1% every day of delay and penalty for non-10 of 1% per day of delay of the amount
Fund to credit my loan proceeds through my Payroll Accidentation of the loan that may be granted by virtue of the Rules and Regulations of Pag-IBIG Fund, I hereby waive my right Pag-IBIG Fund to verify/validate my payroll account/disburse in the future, to deduct the membership savings (MS) and mont Fund. If the resulting monthly net take home pay after deducting monthly net take home pay as required under the GAA/compar amount. I understand that should I fail to pay the monthly amortization due for every day of delay. If for any reason excess loan proceeds are erroneously credited Fund to debit/deduct the excess amount from my account with insufficient, the Fund has the right to demand for the excess am I authorize Pag-IBIG Fund to disclose, submit, share or exchan agencies, other banks, partner-merchants or third party in account 173 (Data Privacy Act of 2012), and other related or pertiner Information (FOI) Manual. The credit information may also be to the partner of the partn	APPLICATION AGREEMENT is application subject to the pertinent provisions of the Implements under R.A. No. 1405 (Secrecy of Bank Deposits Act) and autherent card. Furthermore, I hereby authorize my present emporent of a more present emporent of the computed monthly amortization on Calamity Loan falls belong the computed monthly amortization on Calamity Loan falls belong the computed monthly amortization on Calamity Loan falls belong the computed monthly amortization on Calamity Loan falls belong the computed monthly amortization on Calamity Loan falls belong the computed for a lower load at 1 shall be charged with a penalty of 1/20 of 1% of any unpaid are not my payroll account/disbursement card, I hereby authorize Pagut need of further notice of demand. Should my account balancount to be refunded. ge any of my account information to legal and government regurdance with R.A. No. 9510 (Credit Information System Act), R.A. It laws and regulations, as described in Pag-IBIG Fund's Freedransferred to service providers (e.g., Credit Information Corpor is in accordance with laws and regulations. be bound by the terms and conditions governing anks' internal guidelines.	on ting norize on this loan and the MS of hogether with the employer Pag-IBIG Fund on or before duration that the loan rendeduct the monthly amortiz failed to remit it on due corresponding penalty chan of any unpaid amount for remittance equivalent to 1/payable from the date the logaid. A. No. or of ation, the DES	t the corresponding monthly amortization nerein applicant through salary deduction, recunterpart, and remit said amounts to be the 15th day of each month, for the nains outstanding. However, should we tation due from the applicant's salary but the date, this office agrees to pay the ged to applicant equivalent to 1/20 of 1% every day of delay and penalty for non-10 of 1% per day of delay of the amount oan amortization or payments fall due until

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 MegaPlaza, 358, Sen. Gil Puyat Avenue., City of Makati the sum of Pesos

Signature of Applicant Over Printed Name

_) Philippine Currency, 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.

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 period of two (2) years or three (3) years, with a grace period of three (3) months. In case I am unable to pay through salary deductions for any of the following circumstances, such as but not limited to, 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, payments should be made directly to the Pag-IBIG Fund office wh loan was released.
- 2. Payments are due on or before the 15th day of the month starting on
- 3. Payments shall be applied according to the following order of priorities: Penalties, Interest Payments of applied a standard principal.

 A penalty of 1/20 of 1% of any unpaid amount for every day of delay 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)

- 5. I shall be considered in default in any of the following cases:
 a. Any willful misrepresentation made in any of the documents executed in relation hereto;
 b. Failure to pay any three (3) consecutive monthly amortizations;

 - Failure to pay any three (3) consecutive monthly membership savings;
- c. Failure to pay any three (3) consecutive monthly membership savings;
 d. Violation of any of the membership/STL/housing loan policies, rules, regulations and guidelines of the Pag-IBIG Fund.
 In the event of default, the outstanding loan obligation shall become due and demandable and shall be deducted from the Total Accumulated Value (TAV), after exerting all collection efforts. As a consequence, thereof the outstanding loan obligation, consisting of the principal, interest and penalties shall be subjected to offsetting against my TAV. However, immediate offsetting of my outstanding Calamity Loan obligation may be effected immediately upon approval of my request, provided such request is based on the following justifiable reasons: Total disability or insanity; Separation from service by reason of health; Death of member's immediate family member; Distressed member due to unemployment limited to layoff and/or closure of company; Critical illness of the member or any of his/her immediate family member. as certified by a licensed physician of the member or any of his/her immediate family member, as certified by a licensed physician under one of the following categories, subject to the approval of the DCEO-Member Services Cluster: cancer, organ failure, heart-related illness, stroke, neuromuscular-related illness, Repatriation of OFW member from host country and other meritorious grounds as may be approved for by the Board, by reason thereof, resulted in his failure to pay the required amortization when
- In the event of membership termination prior to loan maturity, any outstanding loan balance, including the unpaid interest, penalties and charges, shall be deducted from my TAV and/or any amount due to my beneficiaries in the possession of the Fund. In case of my death, the outstanding obligation shall be computed up to the date of death. Any payment received after date of death shall
- obligation shall be computed up to the date of death. Any payment received allocated and date of death. Any payment received allocated and date of death. Any payment received allocated and of death and the replacement of falsification, misrepresentation or any similar acts committed by me, Pag-IBIG Fund shall automatically suspend my loan privileges indefinitely. I shall abide with all the applicable rules and regulations governing this lending program that Pag-IBIG Fund may promulgate from time to time.

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 Calamity Loan 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 Calamity Loan or my employer fails for whatever reason, to deduct the said obligation.

The 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

	THIS PORTION IS FOR Pag-IBIG FUND USE ONL
FIVED B	Λ- ΔPPROVED/DISAPPROV

(SIGNATURE OVER PRINTED NAME) (POSITION/DESIGNATION)

REC

/ED BY:

(SIGNATURE OVER PRINTED NAME) (POSITION/DESIGNATION)

DATE

DATE

CERTIFICATE OF NET PAY

NAME OF E	BORROWE	R
For the month of:		
Basic Salary		
Add: Allowances		
Gross Monthly Inco	me	
•		
Less: Deductions		
Total Deductions		
Net Monthly Income	•	
Issued this	_day of	, 20
I certify under pain above-mentioned inf correct.	of perjury	y that the
AUTHORIZED	SIGNATORY r Printed Nam	 / e)

GUIDELINES AND INSTRUCTIONS

HQP-SLF-066 (V08, 09/2023)

Who May File

- Any Pag-IBIG Fund member who satisfies the following requirements:

 Has made at least twenty-four (24) monthly membership savings (MS);

 A member who has withdrawn his MS due to membership maturity, or who has optionally withdrawn his MS, shall be allowed to apply for a calamity loan provided that said member has subsequently accumulated 24 MS or at least its equivalent from the cut-off date of membership maturity or optional 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.
 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 the date of application; Is a resident of the area which is declared calamity-stricken; His/her place of work is declared under state of calamity, subject to the approval of the Management; and
- Has sufficient proof of income.

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 one (1) copy of the application form.
 3. Submit the accomplished application form, together with the required documents to any Pag-IBIG Fund Branch. Processing of loans shall commence only upon submission of the complete documents

Loan Features

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

1.1 Desired Loan Antiount
The 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.

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.

The loan shall be repaid over a period of two (2) years or three (3) years, at the option of the member upon loan application, with grace period of three (3) months

However, in the event that the borrower does not indicate the chosen loan term, the default term shall be three (3) vears.

4. Loan Release

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

 a) Crediting to the borrower's disbursement card or Loyalty Card Plus;

 b) Crediting to the borrower's bank account through LANDBANK's Payroll Credit Systems Validation (PACSVAL);
- Check payable to the borrower. However, when the check remains unclaimed for a period of thirty (30) calendar days from the DV/Check date despite notice to the borrower (either by email, registered mail or personal delivery to his postal address, or Short Message Service (SMS)) informing him that the same is available for release, the check shall be cancelled and the loan will 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 lifteenth (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
- 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, such as but not limited to:
 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 5.6

 - d. Other circumstances analogous to the foregoing
- Payments shall be applied according to the following order of priorities:
 - a. Penalties; if any b. Interest; and
- c. Principal
 Any amount in excess of the required monthly amortization shall be applied to succeeding amortizations which will 5.8 be posted on the next due date

6. 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. Nonremittance 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, without need for demand:

 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;
- Failure of the borrower to pay any three (3) consecutive Pag-IBIG monthly savings; or Violation by the borrower of any of the membership/STL/housing loan policies, rules, regulations and guidelines of Pag-IBIG Fund.

8. 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.

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.

Other Loan Provisions

- 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.
- In no case shall the aggregate STL exceeds 80% of the borrower's TAV.
- 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, if any, shall be deducted from the proceeds of the new calamity loan.

 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 date of death shall be refunded to the borrower's beneficiaries.
- 5. Borrower may request for the immediate offsetting of his/her outstanding calamity loan balance against TAV. It shall be effected upon approval of the borrower's request; provided, such request is based on any of the following justifiable reasons: Total disability or insanity; Separation from service by reason of health; Death of member's immediate family member; Distressed member due to unemployment limited to layoff and/or closure of company; Critical illness of the member or any of his/her immediate family member, as certified by a licensed physician under one of the following categories, subject to the approval of the DCEO-Member Services Cluster: cancer, organ failure, heart-related illness, stroke, neuromuscular-related illness; Repatriation of OFW member from host country and other meritorious grounds as may be approved for by the Board.
- 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 six (6) monthly amortizations prior to default and its consequent offsetting against the borrower's TAV. However, if he has paid less than six (6) monthly amortizations prior to default, he may apply for a new loan only after two (2) years from the date of TAV offsetting.
- In case there is a need to update the borrower's information at point of loan application, the borrower shall not be required to submit Member's Change of Information Form (MCIF, HQP-PFF-049). The updating of information shall be based on the submitted CLAF. The borrower shall be required to submit supporting documents, if necessary. Please refer to the Checklist of Requirements specified at the back portion of the MCIF.