



HDMF CALAMITY LOAN APPLICATION FORM (CLAF)

(TO BE FILLED OUT BY APPLICANT)

APPLICATION No. _____

Type or print entries

LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME (For married women)	GENDER <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	CIVIL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOW/ER <input type="checkbox"/> ANNULLED <input type="checkbox"/> LEGALLY SEPARATED	BIRTHDATE mm dd yyyy
HOME ADDRESS (Pls. indicate complete address)				HOME TEL. No.	TIN	BIRTHPLACE
MOTHER'S MAIDEN NAME				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.	MOBILE PHONE No.	LOAN PURPOSE <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL <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 (Mo./Yr.)	TO (Mo./Yr.)

IN THE EVENT OF THE APPROVAL OF MY APPLICATION FOR CALAMITY LOAN, I HEREBY AUTHORIZE Pag-IBIG FUND TO CREDIT MY LOAN PROCEEDS THROUGH MY PAYROLL BANK ACCOUNT THAT I HAVE INDICATED ON THE RIGHT PORTION.

SIGNATURE OF APPLICANT _____

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 Pag-IBIG Fund, I hereby waive my rights under R.A. No. 1405 and authorize Pag-IBIG Fund to verify/validate my payroll account number. Furthermore, 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.

I understand that should I fail to pay the monthly amortization due, I shall be charged a penalty of 1/2% of any unpaid amount for every month of delay.

I further authorize said employer to deduct the outstanding balance of my calamity 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 calamity 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 calamity loan, I hereby authorize Pag-IBIG Fund to apply whatever benefits are due me from the Fund to settle the 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.

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 to Pag-IBIG Fund on or before the scheduled day of every month, for the duration that the loan remains outstanding. However, should we deduct the monthly amortization due from the applicant's salary but failed to remit it on due date, this office agrees to pay the corresponding penalties equivalent to 1/2% of any unpaid amount for every month of delay.

Signature of Applicant over Printed Name _____

COM. TAX CERT. NO. _____

ISSUED ON _____ AT _____

LEFT THUMBMARK OF APPLICANT RIGHT THUMBMARK OF APPLICANT

DESIGNATION _____

EMPLOYER SSS/ GSIS 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 the Atrium of Makati, Makati Ave., City of Makati the sum of Pesos: _____ (P_____) Philippine Currency, with the interest rate of 10.75% p.a. for the duration 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:

- The borrower shall pay the amount of Pesos: _____ (P_____) through payroll deduction over a period of 24 months. In case of resignation/separation from the employer, suspension from work, leave of absence without pay, or insufficient monthly net take home pay 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 23 succeeding months thereafter.
- Payments made by the borrower after due date shall be applied in the following order of priorities: Penalties, interest, and principal.
- A penalty of 1/2% of any unpaid amount shall be collected from the borrower for every month of delay.

Signed in the presence of:

Witness
(Signature over Printed Name)

Witness
(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	DV/CHECK NO. / APPLICATION NO.	DATE FILED / DV NO.	VERIFIED	DATE
CLAIMS						
HOUSING LOAN						
MPL / CL						

LOAN APPROVAL					
LOAN AMOUNT GRANTED	INTEREST	PREVIOUS LOAN BALANCE	LOAN PROCEEDS	MONTHLY AMORT	
REVIEWED BY	DATE	APPROVED BY	DATE	DISAPPROVED BY	DATE

CERTIFICATE OF NET PAY

NAME OF BORROWER

For the month of: _____

Basic Salary _____

Add: Allowances

Gross Monthly Income _____

Less: Deductions

Total Deductions _____

Net Monthly Income _____

Issued this _____ day of _____, 20____.
I certify under pain of perjury that the above-mentioned information is true and correct.

ACCOUNTANT/DESIGNATED OFFICER
(Signature over printed name)

GUIDELINES AND INSTRUCTIONS

A. Who May File

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

1. The member has made at least 24 monthly contributions.
2. The monthly net take home pay requirement of government employees shall be subject to the rules and regulations as provided for in the General Appropriations Act (GAA). On the other hand, the monthly net take home pay of employees working with the private sector shall be based on their respective company policies, if there is any.
3. Members with active Fund membership at the time of application with commitment from both the employee and employer to continuously remit contributions at least for the term of the loan.
4. For members who have withdrawn their membership contributions due to membership maturity, the reckoning date of the updated 24 monthly contributions shall be the first monthly contribution following the month the member qualified to withdraw his Pag-IBIG contributions.
5. For members who have active contributions under both the Pag-IBIG I and Pag-IBIG II, the membership contributions under Pag-IBIG II shall be considered to meet the required 24 monthly contributions.
6. The member is a resident of the area which is declared under a state of calamity.

B. How to File

The applicant shall:

1. Secure the Pag-IBIG Calamity Loan Application Form (CLAF) from any Pag-IBIG Fund NCR/Provincial branch.
2. Accomplish 1 copy of the application form.
3. Attach Certification from the Barangay Chairman that the member is a victim of the calamity together with Sangguniang Bayan Resolution declaring the area in a state of calamity.
4. Under PACSVAL/PDDTS releasing, attach photocopy of passbook or Automated Teller Machine (ATM) card reflecting the account name and bank account number.
5. Submit complete application, together with the required documents to any Pag-IBIG Fund NCR/Provincial branch. Processing of loans shall commence only upon submission of complete documents.

C. Loan Features

1. Loan Amount

The loanable amount shall be 80% of the member's Total Accumulated Value (TAV). For members with existing MPL, the outstanding loan balance shall be deducted from the proceeds of the calamity loan.

2. Interest

The loan shall bear an interest rate of 10.75% p.a. for the duration of the loan.

3. Manner of Release of Loan

The loan proceeds shall be released through a check payable to the borrower or shall be credited to the borrower's bank account through the LANDBANK's Payroll Credit Systems Validation (PACSVAL) and Philippine Domestic Dollar Transfer System (PDDTS) facilities, and other similar modes of payment.

4. Availment Period

The loan shall be availed of within 90 days from the occurrence of the calamity.

5. Loan Term

The loan shall be amortized over a period of 24 months with a grace period of 5 months.

6. Loan Payments

The loan shall be paid in equal monthly payments thru salary deduction in such amounts as may fully cover the obligation over the loan period. Payments shall commence on the 6th month following the date on the DV/Check. Remittances per employer shall be in accordance with the following schedule:

First Character of Employer's Name	Due Date
A to D	10 th to 14 th day of the month
E to L	15 th to 19 th day of the month
M to Q	20 th to 24 th day of the month
R to Z, and Numeral	25 th to end of the month

For Voluntary Members/Individual Payors, payments shall be remitted to the Fund on or before the 15th day of each month, beginning on the 6th month following the date on the DV/Check.

The borrower may fully pay the outstanding balance of the loan prior to loan maturity.

In case of separation from employer, the borrower shall pay directly to any Pag-IBIG Fund office or thru his new employer, after notifying Pag-IBIG Fund of his change of employer.

A penalty of 1/2% of any unpaid amount shall be charged to the borrower for every month of delay.

Penalties shall be computed from the date any payment is due but shall be charged only upon full payment or loan renewal.

However, for member-borrowers paying their calamity 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 interest, however, shall continue to accrue until full settlement of the loan.

7. Application of Payment

Payments made after the due date shall be applied according to the following schedule of priorities:

- a) Penalties
- b) Interest
- c) Principal

D. Loan Renewal

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, shall be deducted from the proceeds of the new loan.