



SHORT-TERM LOAN (STL) CHECKLIST OF REQUIREMENTS

BASIC REQUIREMENTS

1. Multi-Purpose Loan Application Form (MPLAF, [FLS010])/ Calamity Loan Application Form (CLAF, [FLS020])
2. Photocopy of at least two (2) valid IDs
3. Proof of Income:
 - Formally-employed
The "Certificate of Monthly Net Income" portion at the back of the application form must be accomplished by the employer or submit photocopy of latest payslip duly authenticated by company's authorized representative.
 - Self-Employed or Individual Payors
Photocopy of any of the following:
 - Business Permit/Mayor's Permit;
 - Commission Vouchers; or
 - Any other proof acceptable to the Senior Management Committee

ADDITIONAL REQUIREMENTS FOR CALAMITY LOAN

- a. For formally-employed members,
Declaration of Being Affected by Calamity (FLS006)
- b. 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.
- c. 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.
- d. 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:

- a. Original copies of photocopied required documents must be presented for authentication.
- b. Employed member-borrower may not present original copies of the photocopied required documents such as valid ID and latest payslip provided that said documents are duly certified by the employer.
- c. 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



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