



**CHECKLIST OF REQUIREMENTS FOR PURCHASE OF ACQUIRED ASSETS  
UNDER NEGOTIATED SALE**

REQUIRED DOCUMENTS	WHERE TO SECURE
<p><b>FOR INDIVIDUAL BUYER</b></p> <p><b><u>To be sealed in the offer envelope</u></b></p> <ol style="list-style-type: none"> <li>1. Duly accomplished Offer to Purchase (HQP-AAF-212, 2 original copies) signed by the Buyer</li> <li>2. One (1) Valid ID of the Buyer (photocopy, back-to-back) with 3 specimen signatures. Any of the following: <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> <li>- GSIS e-Card</li> <li>- Social Security System (SSS) Card</li> <li>- Senior Citizen Card</li> <li>- OWWA ID</li> <li>- Overseas Filipino Worker (OFW) ID</li> <li>- Seaman's Book or Seafarer's Identification and Record Book (SIRB)</li> <li>- Alien Certification of Registration/Immigrant Certificate of Registration</li> <li>- National Council for the Welfare of Disabled Persons (NCWPD) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul> </li> <li>3. If chosen mode of payment is Long Term Installment, photocopy of Proof of Income (1 copy).</li> </ol>	<p>Pag-IBIG Website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or any Pag-IBIG Branch</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI) Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS) Social Security System (SSS) Local Government Unit (LGU) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)</p> <p>Department of Social Welfare and Development (DSWD) Government Office/Government-Owned and Controlled Corporation (GOCC)</p> <p>Please refer to the acceptable proof of income indicated in the <i>Checklist of Requirements for Application for Long Term Installment Sale Mode of Payment (HQP-AAF-253)</i></p>
<p><b><u>After winning the negotiated sale</u></b></p> <ol style="list-style-type: none"> <li>1. Payment of Non-Refundable Reservation Fee of One Thousand Pesos (P1,000)</li> <li>2. For cash or short-term installment mode of payment, payment of downpayment of at least 5% of the net offer price.</li> </ol> <p><b><u>For compliance after payment of reservation fee and downpayment, if any</u></b></p> <p><i>For Cash or Short-Term Installment:</i></p> <ol style="list-style-type: none"> <li>1. Signed and notarized Certificate of Acceptance/ Katibayan sa Pagtanggap (HQP- AAF-145) (3 original copies).</li> </ol>	<p>Buyer</p> <p>Buyer</p> <p>Pag-IBIG Branch</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>2. Signed and notarized Deed of Conditional Sale (DCS, 4 original copies).</p> <p><i>For Long-Term Installment:</i></p> <p>1. Complete documentary requirements for application for long term installment.</p> <p>2. Payment of Processing Fee, advance 1-year insurance premiums and equity, if any.</p>	<p>Pag-IBIG Branch</p> <p><i>Refer to Checklist of Requirements for Application for Long Term Installment Sale Mode of Payment (HQP-AAF-253)</i></p> <p>Buyer</p>
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	
<p><b>IF THRU REPRESENTATIVE/ATTORNEY-IN-FACT - INDIVIDUAL PERSON</b></p> <p><b><u>To be sealed in the offer envelope</u></b></p> <p>1. Duly accomplished Offer to Purchase (HQP-AAF-212, 2 original copies) signed by the Buyer/ Attorney-In-Fact</p> <p>2. Authorization Letter signed by the Buyer (1 original or printed digital copy) – only applicable for dropping of offer (NOTE: Photocopy of the notarized SPA is required upon claiming the Notice of Award after winning the negotiated sale.) or; Notarized Special Power of Attorney (SPA) signed by the buyer (1 original copy, 1 photocopy)</p> <p><u>For OFW</u></p> <ul style="list-style-type: none"> <li>✓ 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, 1 photocopy)</li> <li>✓ For documents executed abroad (1 original copy, 1 photocopy) <ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of the country where the member is working) but duly authenticated by a Philippine Consular Officer</li> <li>▪ For Apostille Countries - Apostille SPA</li> </ul> </li> </ul> <p>3. One (1) Valid ID with signature (photocopy, back-to-back) of the Buyer and Attorney-in-Fact. Any of the following:</p> <ul style="list-style-type: none"> <li>- Passport</li> <li>- Driver's License</li> <li>- Professional Regulation Commission (PRC) ID</li> <li>- Integrated Bar of the Philippines (IBP) ID</li> <li>- National Bureau of Investigation (NBI) Clearance</li> <li>- Police Clearance</li> <li>- Postal ID</li> <li>- Voter's ID</li> </ul>	<p>Pag-IBIG Website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or any Pag-IBIG Branch</p> <p>Buyer</p> <p>Person being Represented</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI) Local Police Station Post Office Commission on Election (COMELEC)</p>

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