



CHECKLIST OF REQUIREMENTS FOR APPLICATION FOR LOAN RESTRUCTURING

REQUIRED DOCUMENTS	WHERE TO SECURE
REQUIREMENTS UPON LOAN APPLICATION	
For Borrower	
1. Duly Accomplished Application for Loan Restructuring (HQP-HLF-001) (1 original copy)	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 photocopy)	Assessor's Office/ Municipal's Office/ Local Government Unit (LGU)
3. Proof of Income	
<u><i>For Locally Employed</i></u>	
a. One (1) Month Payslip, within the last three (3) months prior to date of loan application with name and signature of the authorized signatory of the employer (1 certified true copy); and	Employer
b. Notarized Certificate of Employment and Compensation (CEC), indicating the gross monthly income and monthly allowances; or monthly monetary benefits received by the employee (1 original copy) duly signed by the authorized signatory of the employer. For system generated CEC, notarize the said CEC with signature of the authorized signatory of the employer or Latest Income Tax Return (ITR) for the year immediately preceding the date of loan application, with attached BIR Form No. 2316, stamped received by the BIR (1 photocopy)	Employer
<u><i>For Self-Employed, any of the following:</i></u>	
a. ITR (1 certified true copy) (BIR Form No. 1701) duly certified by BIR, Audited Financial Statements (1 photocopy) and Official Receipt of tax payment from bank supported with DTI Registration and Mayor's Permit/Business Permit (1 photocopy) and sketch of business location	Bureau of Internal Revenue (BIR)/ Financial Bank/ Department of Trade and Industry (DTI) Municipal's Office/ City Hall
b. Commission Voucher (1 photocopy) or Certification of commission received (1 original copy) reflecting the issuer's name and contact details (for the last 12 months)	Employer/Business Owner/Source of Commissions

REQUIRED DOCUMENTS	WHERE TO SECURE								
<p>c. Bank Statements (1 original copy) or passbook (1 photocopy) for the last 12 months (in case income is sourced from foreign remittances, pensions, etc.) with authorization from the depositor to conduct bank verification indicating the following information (account name, type, number, opening date, depository bank, signature over printed name of depositor and details of credit investigator from Pag-IBIG Fund)</p> <p>d. Notarized Lease Contract and proof of ownership or rights over the property subject of lease (1 photocopy) (if income is derived from rental payments)</p> <p>e. Certified True Copy of Transport Franchise issued by appropriate government agency (LGU for tricycles, LTFRB for other PUVs, MARINA for sea transportation) and valid Official Receipt (OR)/Certificate of Registration (CR) (1 photocopy)</p> <p>f. Certificate of Engagement (HQP-HLF-111) issued by owner of business or person availing of the services (1 original copy)</p>	<p>Issuing Bank</p> <p>Property Owner</p> <p>Local Government Unit (LGU)/Land Transportation Franchising and Regulatory Board (LTFRB)/Transportation Association/Maritime Industry Authority (MARINA)</p> <table border="1" data-bbox="784 951 1490 1717"> <thead> <tr> <th data-bbox="784 951 1096 1020">Owner</th> <th data-bbox="1096 951 1490 1020">Authorized to Certify</th> </tr> </thead> <tbody> <tr> <td data-bbox="784 1020 1096 1224">Micro-entrepreneurs</td> <td data-bbox="1096 1020 1490 1224">Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain</td> </tr> <tr> <td data-bbox="784 1224 1096 1493">Agriculture/Forestry/Fishery</td> <td data-bbox="1096 1224 1490 1493">DAR/DENR/DA/LGU/Land Owner/ Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain</td> </tr> <tr> <td data-bbox="784 1493 1096 1717">Private Household</td> <td data-bbox="1096 1493 1490 1717">Employer, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain</td> </tr> </tbody> </table>	Owner	Authorized to Certify	Micro-entrepreneurs	Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain	Agriculture/Forestry/Fishery	DAR/DENR/DA/LGU/Land Owner/ Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain	Private Household	Employer, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain
Owner	Authorized to Certify								
Micro-entrepreneurs	Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain								
Agriculture/Forestry/Fishery	DAR/DENR/DA/LGU/Land Owner/ Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain								
Private Household	Employer, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain								

REQUIRED DOCUMENTS	WHERE TO SECURE	
<p>g. ITR BIR Form No. 1701 (1 photocopy) for fees on professional services, commissions or services rendered (for the last 12 months) NOTE: The applicant should submit ITR BIR Form No. 2307 (1 photocopy) to support/supplement the income document mentioned above.</p> <p><u>For Overseas Filipino Workers (OFWs), any of the following:</u></p> <p>a. Employment Contract duly certified by POEA, Philippine Consular Office at Host Country or MSO at Pag-IBIG Overseas Post within the past 12 Months</p> <ul style="list-style-type: none"> ▪ Employment Contract between employee and employer (1 photocopy); or ▪ POEA Standard Contract (1 photocopy) <p>b. Certificate of Employment and Compensation (CEC) within the past 12 months</p> <ul style="list-style-type: none"> ▪ CEC written on the Employer/ Company's official letterhead (1 photocopy); or ▪ CEC signed by employer (for household staff and similarly situated employees) supported by a photocopy of the employer's ID or passport (1 photocopy) <p>The applicant should submit any of the following documents to support/ supplement the income documents mentioned above:</p> <ul style="list-style-type: none"> - Payslip indicating income received and period covered (1 photocopy) - Valid OWWA Membership Certificate (1 photocopy) - Overseas Employment Certificate (1 photocopy) 	Transport	Operator, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain
	Other Community, Social and Personal Service Activities	Business Owner/Person availing of the service, duly certified by Barangay Captain or Barangay Secretary, provided with written authorization from the Barangay Captain
	BIR	
	Borrower/POEA/Philippine Consular Office at Host Country/MSO at Pag-IBIG Overseas Post	
	Borrower/POEA/ Philippine Consular Office at Host Country/MSO at Pag-IBIG Overseas Post	
	Employer	
	Employer	
	Employer	
	Overseas Workers Welfare Administration (OWWA)	
	Philippine Overseas Employment Administration (POEA)/ Employer	

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Passport with appropriate visa (Working Visa) (1 photocopy) - Residence card/permit (permit to stay indicating work as the purpose) (1 photocopy) - Bank remittance record (1 original copy) - Professional License issued by Host Country/Government (1 photocopy) <p>NOTE: If documents are in foreign language/s, English translation is required.</p>	<p>Host country/Government</p> <p>Host country/Government</p> <p>Issuing Bank</p> <p>Host country/Government</p>
<p>4. One (1) valid ID with signature (1 photocopy, back-to-back) of borrower and spouse, co-borrower and spouse, <i>if applicable</i>. Any of the following:</p> <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System (SSS) Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/ Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Department of Foreign Affairs (DFA)</p> <p>Land Transportation Office (LTO/ host country)</p> <p>Professional Regulation Commission (PRC)</p> <p>Integrated Bar of the Philippines (IBP)</p> <p>National Bureau of Investigation (NBI)</p> <p>Local Police Station</p> <p>Post Office</p> <p>Commission on Election (COMELEC)</p> <p>Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS)</p> <p>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)</p> <p>Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA)</p> <p>Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD)</p> <p>DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>5. In case of discrepancy in personal details of the Principal Borrower and Spouse, Co-Borrower and Spouse, (e.g. name, date of birth), Notarized Affidavit of Two Disinterested Person</p>	<p>Principal Borrower and Spouse, Co-Borrower and Spouse</p>
<p>6. Insurance Coverage</p> <ul style="list-style-type: none"> ✓ Health Statement Form (Medical Questionnaire) (1 original copy) 	<p>Pag-IBIG Branch</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ▪ For borrowers over 60 years old ▪ For borrowers, up to 60 years old, if loan is over P2.0M to P6.0M ✓ Health Statement Form (Medical Questionnaire) (1 original copy) and Copy of the result of medical examination conducted prior to assignment overseas as required by the employment agency (1 photocopy) ▪ For OFW borrowers over 60 years old 	<p>Pag-IBIG Branch and Medical Hospital</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>For Representative</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Loan Restructuring (HQP-HLF-001) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. Proof of Income <u>For Locally Employed:</u> <ol style="list-style-type: none"> a. One (1) Month Payslip, within the last three (3) months prior to date of loan application with name and signature of the authorized signatory of the employer (1 certified true copy); and b. Notarized Certificate of Employment and Compensation (CEC), indicating the gross monthly income and monthly allowances or monthly monetary benefits received by the employee (1 original copy) duly signed by the authorized signatory of the employer. For system generated CEC, notarize the said CEC with signature of the authorized signatory of the employer or Latest Income Tax Return (ITR) for the year immediately preceding the date of loan application, with attached BIR Form No. 2316, stamped received by the BIR (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Assessor's Office/ Municipal's Office/Local Government Unit (LGU)</p> <p>Employer</p> <p>Employer</p>

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	BIR	
	<p>Borrower/POEA/ Philippine Consular Office at Host Country/MSO at Pag-IBIG Overseas Post</p> <p>Borrower/POEA/ Philippine Consular Office at Host Country/MSO at Pag-IBIG Overseas Post</p>	
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<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>For Legal Heir</p> <p>1. Duly Accomplished Application for Loan Restructuring (HQP-HLF-001) (1 original copy)</p>	<p>Pag-IBIG Website (www.pagibigfund.gov.ph), or any Pag-IBIG Branch</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
2. Updated Real Estate Tax Receipt or Tax Clearance and Tax Declaration (Land and Building) (1 photocopy)	Assessor's Office/ Municipal's Office/ Local Government Unit (LGU)
3. Death Certificate of original borrower (1 photocopy)	Philippine Statistics Authority (PSA)
4. Birth Certificate of the Legal Heir (1 photocopy)	PSA
5. Last Will and Testament (1 photocopy) or Extra-Judicial Settlement of Estate (<i>if title is in name of borrower</i>) or Proof of Relationship (<i>if title is in name of developer</i>) (1 photocopy)	Original Borrower/Lawyer
6. Affidavit of Publication (<i>if title is in name of the borrower</i>) (1 photocopy)	Lawyer
7. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original copy and 1 photocopy)	Lawyer
<u>For OFW Family Members of the Legal Heir</u>	
✓ 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 prior to date of departure with photocopy of passport indicating the date of arrival and departure (1 original copy and 1 photocopy)	Person being represented
✓ For documents executed abroad (1 original copy and 1 photocopy) <ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by a Philippine Consular Officer ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA 	Philippine Embassy of Host Country/Government Philippine Embassy of Host Country/Government
8. One (1) Valid ID with signature (1 photocopy, back-to-back) of the Legal Heir. Any of the following: <ul style="list-style-type: none"> - Passport - Driver's License - Professional Regulation Commission (PRC) ID - Integrated Bar of the Philippines (IBP) ID - National Bureau of Investigation (NBI) Clearance 	Department of Foreign Affairs (DFA) Land Transportation Office (LTO) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - Police Clearance - Postal ID - Voter's ID - Government Service Insurance System (GSIS) e-Card - Social Security System Card - Senior Citizen Card - Overseas Workers Welfare Administration (OWWA) ID - Overseas Filipino Worker (OFW) ID - Seaman's Book or Seafarer's Identification and Record Book (SIRB) - Alien Certification of Registration/ Immigrant Certificate of Registration - National Council for the Welfare of Disabled Persons (NCWPD) Certification - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Local Police Station Post Office Commission on Election (COMELEC) Government Service Insurance System (GSIS)</p> <p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA)</p> <p>Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>For Representative of Legal Heir</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Loan Restructuring (HQP-HLF-001) (1 original copy) 2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) 3. Death Certificate of original borrower (1 photocopy) 4. Birth Certificate of the Legal Heir (1 photocopy) 5. Last Will and Testament (1 photocopy) or Extra-Judicial Settlement of Estate (<i>if title is in name of borrower</i>) or Proof of Relationship (<i>if title is in name of developer</i>) (1 photocopy) 6. Affidavit of Publication (<i>if title is in name of the borrower</i>) (1 photocopy) 	<p>Pag-IBIG Website (www.pagibigfund.gov.ph), or any Pag-IBIG Branch</p> <p>Assessor's Office/ Municipal's Office/ Local Government Unit (LGU)</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA</p> <p>Original Borrower/Lawyer</p> <p>Lawyer</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
7. Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy)	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
8. Notarized Special Power of Attorney (SPA) of other Family Members of the Legal Heir (1 original and 1 photocopy)	Lawyer
<u>For OFW Legal Heir/Family Member of Legal Heir</u>	
✓ 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)	Person being Represented
✓ For documents executed abroad (1 original copy and 1 photocopy)	
<ul style="list-style-type: none"> ▪ For Non-Apostille Countries <ul style="list-style-type: none"> - SPA duly authenticated by a Philippine Consular Officer, or SPA notarized by a local notary (of country where the member is working) but duly authenticated by the Philippine Consulate. 	Philippine Embassy of Host Country/Government
<ul style="list-style-type: none"> ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA 	Philippine Embassy of Host Country/Government
9. One (1) Valid ID with signature (1 photocopy, back-to-back) of Legal Heir and representative Any of the following:	
- Passport	Department of Foreign Affairs (DFA)
- Driver's License	Land Transportation Office (LTO)
- Professional Regulation Commission (PRC) ID	Professional Regulation Commission (PRC)
- Integrated Bar of the Philippines (IBP) ID	Integrated Bar of the Philippines (IBP)
- National Bureau of Investigation (NBI) Clearance	National Bureau of Investigation (NBI)
- Police Clearance	Local Police Station
- Postal ID	Post Office
- Voter's ID	Commission on Election (COMELEC)
- Government Service Insurance System (GSIS) e-Card	Government Service Insurance System (GSIS)
- Social Security System Card	Social Security System (SSS)
- Senior Citizen Card	Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)
- Overseas Workers Welfare Administration (OWWA) ID	Overseas Workers Welfare Administration (OWWA)
- Overseas Filipino Worker (OFW) ID	Philippine Overseas Employment Administration (POEA)
- Seaman's Book or Seafarer's Identification and Record Book (SIRB)	Maritime Industry Authority (MARINA)
- Alien Certification of Registration/ Immigrant Certificate of Registration	Bureau of Immigration (BI)
- National Council for the Welfare of Disabled Persons (NCWPD) Certification	National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD)

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<ul style="list-style-type: none"> - Department of Social Welfare and Development (DSWD) Certification - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>DOCUMENTS REQUIRED UPON LOAN APPROVAL</p> <ol style="list-style-type: none"> 1. Duly accomplished/notarized Loan Restructuring Agreement (3 original copies) <ul style="list-style-type: none"> - For CTS Accounts (HQP-HLF-010) - For REM Accounts (HQP-HLF-011) - For DCS Accounts (HQP-HLF-662) 2. Real Estate Mortgage (pre-signed) (For CTS Accounts) (HQP-HLF-009) (3 original copies) 3. Duly accomplished/notarized Promissory Note (HQP-HLF-008) (3 original copies) 4. Authority to Deduct (HQP-HLF-124) (1 original copy), for employees with existing CSA & in case the payment is thru salary deduction 5. Notice of Approval (NOA, HQP-HLF-654/HQP-HLF-646) with conformity of the borrower 6. Notarized Deed of Revocation of Notice of Cancellation (DRNOC, HQP-HLF-012) (3 original copies) 7. If mode of payment is thru Post-Dated Checks, 12 PDCs 	<p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG Branch</p> <p>Issuing Bank/Borrower/Co-Borrower/Spouse</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	