



## CHECKLIST OF REQUIREMENTS FOR APPLICATION ON CONDONATION OF PENALTIES/ADDITIONAL INTERESTS

REQUIRED DOCUMENTS	WHERE TO SECURE
<b>For Borrower/Co-Borrower</b>	
1. Duly accomplished Application for Condonation of Penalties/Additional Interests (HQP-HLF-540) (1 original copy)	Pag-IBIG website - <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> or in any Pag-IBIG branch
2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) <i>(if the mode of settlement is thru full updating)</i>	Assessor's Office/Municipal's Office/Local Government Unit
3. One (1) Valid ID with signature (1 photocopy, back-to-back) of Principal Borrower and Spouse and Co-Borrower and Spouse (if applicable. 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>- Government Service Insurance System (GSIS) e-Card</li> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li> <li>- Overseas Workers Welfare Administration (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 (NCWDP) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) 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)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)  Bureau of Immigration (BI)  National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD  Government Office/Government-Owned and Controlled Corporation (GOCC)

**NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.**

REQUIRED DOCUMENTS	WHERE TO SECURE
<p><b>For Representative</b></p>	
<p>1. Duly accomplished Application for Condonation of Penalties/Additional Interests (HQP-HLF-540) (1 original copy)</p>	<p>Pag-IBIG website - <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> or in any Pag-IBIG branch</p>
<p>2. Updated Real Estate Property Tax (REPT) Receipt/Tax Clearance and Tax Declaration (Land and Building) (1 photocopy) <i>(if the mode of settlement is thru full updating)</i></p>	<p>Assessor's Office/Municipal's Office/Local Government Unit/Person Being Represented</p>
<p>3. Notarized Special Power of Attorney (SPA) of the borrower/s and spouse (1 original copy and 1 photocopy)</p>	<p>Pag-IBIG website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Fund Branch/Person being represented</p>
<p><u>For OFW Borrower/Co-Borrowers</u></p>	
<p>✓ 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 and 1 photocopy)</p>	<p>Person being represented</p>
<p>✓ For documents executed abroad (1 original copy and 1 photocopy)</p>	
<ul style="list-style-type: none"> <li>▪ For Non-Apostille Countries <ul style="list-style-type: none"> <li>- 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</li> </ul> </li> </ul>	<p>Philippine Embassy of Host Country/Government</p>
<ul style="list-style-type: none"> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul>	<p>Philippine Embassy of Host Country/Government</p>
<p>4. One (1) Valid ID with signature (1 photocopy, back-to-back) of Principal Borrower and Spouse, Co-Borrower and Spouse, and Representative (if applicable). Any of the following:</p>	
<ul style="list-style-type: none"> <li>- Passport</li> </ul>	<p>Department of Foreign Affairs (DFA)</p>
<ul style="list-style-type: none"> <li>- Driver's License</li> </ul>	<p>Land Transportation Office (LTO/Host Country)</p>
<ul style="list-style-type: none"> <li>- Professional Regulation Commission (PRC) ID</li> </ul>	<p>Professional Regulation Commission (PRC)</p>
<ul style="list-style-type: none"> <li>- Integrated Bar of the Philippines (IBP) ID</li> </ul>	<p>Integrated Bar of the Philippines (IBP)</p>
<ul style="list-style-type: none"> <li>- National Bureau of Investigation (NBI) Clearance</li> </ul>	<p>National Bureau of Investigation (NBI)</p>
<ul style="list-style-type: none"> <li>- Police Clearance</li> </ul>	<p>Local Police Station</p>
<ul style="list-style-type: none"> <li>- Postal ID</li> </ul>	<p>Post Office</p>
<ul style="list-style-type: none"> <li>- Voter's ID</li> </ul>	<p>Commission on Election (COMELEC)</p>
<ul style="list-style-type: none"> <li>- Government Service Insurance System (GSIS) e-Card</li> </ul>	<p>Government Service Insurance System (GSIS)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>- Social Security System Card</li> <li>- Senior Citizen Card</li>   <li>- Overseas Workers Welfare Administration (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 (NCWDP) Certification</li>   <li>- Department of Social Welfare and Development (DSWD) Certification</li> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	<p>Social Security System (SSS) Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA) Overseas Workers Welfare Administration (OWWA) Philippine Overseas Employment Administration (POEA) Maritime Industry Authority (MARINA)  Bureau of Immigration (BI)  National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) DSWD  Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	