



## CHECKLIST OF REQUIREMENTS FOR CONVERSION TO FULL RISK-BASED PRICING MODEL

REQUIRED DOCUMENTS	WHERE TO SECURE
<b>REQUIREMENTS UPON APPLICATION</b>	
<b>For Borrower/Co-Borrower</b>	
1. Duly Accomplished Application for Conversion to Full Risk-Based Pricing Model (HQP-HLF-182) (1 original copy)	Pag-IBIG Fund website ( <a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a> ) or in any Pag-IBIG Fund Branch
2. Updated Real Estate Tax Receipt (For Land and Building) (1 photocopy)	Assessor's Office/Municipal's Office/Local Government Unit (LGU)
3. For changed of marital status: <ul style="list-style-type: none"> <li>a. Single to married               <ul style="list-style-type: none"> <li>▪ Marriage Contract with Registry Number (1 photocopy)</li> </ul> </li> <li>b. Married to single               <ul style="list-style-type: none"> <li>▪ Court Order (1 photocopy)</li> <li>▪ Marriage Contract with Supplemental Report of dissolution of marriage (1 photocopy)</li> </ul> </li> <li>c. Widowed               <ul style="list-style-type: none"> <li>▪ Death Certificate of deceased spouse (1 photocopy)</li> </ul> </li> </ul>	Philippine Statistics Authority (PSA)  Court PSA  PSA
4. For accommodation mortgage, notarized Special Power of Attorney (SPA) (1 original copy).	Pag-IBIG Fund Branch/Accounts Management and Billing Department (AMBD)/Loans Management-Loans Management and Recovery (Large/Medium HBC)/Loans Management (Small HBC)
5. One (1) valid ID with signature (1 photocopy, back-to-back) of borrower and spouse, co-borrower and spouse and owner of title (for accommodation mortgage) (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> </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)

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <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 (NCWPD) 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>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>

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

For Representative	
<ol style="list-style-type: none"> <li>1. Duly Accomplished Application for Conversion to Full Risk-Based Pricing Model (HQP-HLF-182) (1 original copy)</li> <li>2. Updated Real Estate Tax Receipt (For Land and Building) (1 photocopy).</li> <li>3. For changed of marital status:               <ol style="list-style-type: none"> <li>a. Single to married                   <ul style="list-style-type: none"> <li>▪ Marriage Contract with Registry Number (1 photocopy)</li> </ul> </li> <li>b. Married to single                   <ul style="list-style-type: none"> <li>▪ Court Order (1 photocopy)</li> <li>▪ Marriage Contract with Supplemental Report of dissolution of marriage (1 photocopy)</li> </ul> </li> <li>c. Widowed                   <ul style="list-style-type: none"> <li>▪ Death Certificate of deceased spouse (1 photocopy)</li> </ul> </li> </ol> </li> <li>4. For accommodation mortgage, notarized Special Power of Attorney (SPA) (1 original copy).</li> <li>5. Notarized SPA of the borrower and spouse and co-borrower and spouse (1 original copy)</li> </ol>	<p>Pag-IBIG Fund website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Fund Branch</p> <p>Assessor's Office/Municipal's Office/Local Government Unit (LGU)</p> <p>Philippine Statistics Authority (PSA)</p> <p>Court PSA</p> <p>PSA</p> <p>Pag-IBIG Fund Branch/AMBD/Loans Management-Loans Management and Recovery (Large/Medium HBC)/Loans Management (Small HBC)</p> <p>Pag-IBIG Fund website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Fund Branch/Person being Represented</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p><u>For OFW Borrowers/Co-Borrowers</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)</li> <li>✓ For documents executed abroad (1 original copy) <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> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>- Apostille SPA</li> </ul> </li> </ul> </li> </ul> <p>6. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the representative, borrower and spouse, co-borrower and spouse and owner of title (for accommodation mortgage) (if applicable). 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> <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 (NCWPD) Certification</li> <li>- Department of Social Welfare and Development (DSWD) Certification</li> </ul>	<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)</p> <p>Integrated Bar of the Philippines (IBP) National Bureau of Investigation (NBI)</p> <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>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <li>- Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	Government Office/Government-Owned and Controlled Corporation (GOCC)
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	
REQUIREMENTS UPON APPROVAL	
<ol style="list-style-type: none"> <li>1. Notarized Promissory Note (PN) (HQP-HLF-181) (3 original copies)</li> <li>2. Authority to Deduct (HQP-HLF-124) (1 original copy) for employers with existing CSA and in case the payment is thru salary deduction.</li> <li>3. Replacement of 12 Post-Dated Checks, if mode of payment is thru PDC.</li> </ol>	<p>Pag-IBIG Fund Branch/AMBD/Loans Management-Loans Management and Recovery (Large/Medium HBC)/Loans Management (Small HBC)</p> <p>Pag-IBIG Fund website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>) or in any Pag-IBIG Fund Branch</p> <p>Borrower</p>