



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

REQUIRED DOCUMENTS	WHERE TO SECURE
REQUIREMENTS UPON APPLICATION	
For Borrower/Co-Borrower	
1. Duly Accomplished Application for Conversion to Full Risk-Based Pricing Model (HQP-HLF-182) (1 original copy)	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG 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:	
a. Single to married	Philippine Statistics Authority (PSA)
▪ Marriage Contract with Registry Number (1 photocopy)	
b. Married to single	Court
▪ Court Order (1 photocopy)	PSA
▪ Marriage Contract with Supplemental Report of dissolution of marriage (1 photocopy)	
c. Widowed	PSA
▪ Death Certificate of deceased spouse (1 photocopy)	
4. For accommodation mortgage, notarized Special Power of Attorney (SPA) (1 original copy).	Pag-IBIG Branch
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:	
- Passport	Department of Foreign Affairs (DFA)
- Driver's License	Land Transportation Office (LTO/Host Country)
- 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)

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - 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 (NCWDP) 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>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</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for Conversion to Full Risk-Based Pricing Model (HQP-HLF-182) (1 original copy) 2. Updated Real Estate Tax Receipt (For Land and Building) (1 photocopy). 3. For changed of marital status: <ol style="list-style-type: none"> a. Single to married <ul style="list-style-type: none"> ▪ Marriage Contract with Registry Number (1 photocopy) b. Married to single <ul style="list-style-type: none"> ▪ Court Order (1 photocopy) ▪ Marriage Contract with Supplemental Report of dissolution of marriage (1 photocopy) c. Widowed <ul style="list-style-type: none"> ▪ Death Certificate of deceased spouse (1 photocopy) 4. For accommodation mortgage, notarized Special Power of Attorney (SPA) (1 original copy). 5. Notarized SPA of the borrower and spouse and co-borrower and spouse (1 original copy) 	<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>Philippine Statistics Authority (PSA)</p> <p>Court PSA</p> <p>PSA</p> <p>Pag-IBIG Branch</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG 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"> ✓ 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) ✓ For documents executed abroad (1 original copy) <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 <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"> - 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 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 (NCWDP) Certification - Department of Social Welfare and Development (DSWD) Certification 	<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/Host Country) 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"> - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	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.</p>	
REQUIREMENTS UPON APPROVAL	
<ol style="list-style-type: none"> 1. Notarized Promissory Note (PN) (HQP-HLF-181) (3 original copies) 2. Authority to Deduct (HQP-HLF-124) (1 original copy) for employers with existing CSA and in case the payment is thru salary deduction. 3. Replacement of 12 Post-Dated Checks, if mode of payment is thru PDC. 	Pag-IBIG Branch Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch Borrower
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	