



**CHECKLIST OF REQUIREMENTS FOR APPLICATION OF
MORTGAGE/SALES REDEMPTION INSURANCE CLAIMS**

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>REQUIREMENTS FOR DEATH INSURANCE CLAIM</p> <p>FOR HEIR/S OR BENEFICIARY/IES</p> <p><u>If Borrower is Married and with Child/Children</u></p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for MRI/SRI Claims (1 original copy) 2. Borrower's PSA Death Certificate (1 original copy) 3. Borrower's PSA Birth Certificate or Baptismal (1 photocopy) 4. PSA Marriage Contract and Advisory of Marriage of borrower (1 photocopy) 5. Police Report (if death is due to accident/suicide) (1 photocopy) 6. Notarized Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy) 7. Notarized Affidavit of Guardianship (if with child/children below 18 years old, or if child/children is/are physically/mentally incompetent) (HQP-PFF-028) (1 original copy) 8. Medical Certificate (if child/children is of legal age but physically/mentally incompetent) (1 original copy) 9. PSA Birth Certificate or Baptismal of all children (1 photocopy) 10. PSA Marriage Contract of all Female Legal Age Children, if applicable (1 photocopy) <p>NOTE: For married female child of the deceased borrower in fact changed her surname to that of her husband after contracting marriage.</p> <ol style="list-style-type: none"> 11. PSA Death Certificate of Borrower's Spouse or Child/Children, if applicable (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA/Church</p> <p>PSA</p> <p>Local Police Station where the accident/suicide happened.</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Hospital</p> <p>PSA/Church</p> <p>PSA</p> <p>PSA</p>

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<p>12. Two (2) Valid IDs with signature (1 photocopy, back-to-back) of heir/s or beneficiary/ies. 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 - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<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> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>ADDITIONAL REQUIREMENTS FOR CONTESTABLE CLAIMS (<i>Died within the period of 1 year from Take-out date/NOA/NOCA date</i>)</p> <ol style="list-style-type: none"> 1. Complete Medical Records (1 photocopy each) 2. Certificate of Attending Physicians (1 photocopy) 3. Certificate of Employment or Daily Time Record showing the last date the insured was able to report for work (1 photocopy) 	<p>Hospital</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Employer of deceased borrower</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>ADDITIONAL REQUIREMENT FOR MULTIPLE HEIR/BENEFICIARY</p> <p>1. Notarized Special Power of Attorney (SPA) (1 original copy) of Heir/s or Beneficiary/ies</p> <p><u>For OFW Heir/Beneficiary</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>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person/s being Represented</p> <p>Person/s being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p>
<p>NOTES:</p> <ul style="list-style-type: none"> ▪ Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) may be submitted only if certified and originally signed by any of its authorized officers. ▪ Submit Notarized Joint Affidavit of 2 Disinterested Persons on any of the following: <ol style="list-style-type: none"> a. There is discrepancy on the borrower's/beneficiary/ies data. b. There is no record from PSA/Local Civil Registrar ▪ In all instances wherein photocopies are submitted, the original document must be presented for authentication. 	
<p>For Representative of Heir/s or Beneficiary/ies</p> <p><u>If Borrower is Married and with Child/Children</u></p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for MRI/SRI Claims (1 original copy) 2. Borrower's PSA Death Certificate (1 original copy) 3. Borrower's PSA Birth Certificate or Baptismal (1 photocopy) 4. PSA Marriage Contract and Advisory of Marriage of borrower (1 photocopy) 5. Police Report (if death is due to accident/suicide) (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA/Church</p> <p>PSA</p> <p>Local Police Station where the accident/suicide happened.</p>

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6. Notarized Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy)	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
7. Notarized Affidavit of Guardianship (if with child/children below 18 years old, or if child/children is/are physically/mentally incompetent) (HQP-PFF-028) (1 original copy)	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
8. Medical Certificate (if child/children is of legal age but physically/mentally incompetent) (1 original copy)	Hospital
9. PSA Birth Certificate or Baptismal of all children (1 photocopy)	PSA/Church
10. PSA Marriage Contract of all Female Legal Age Children, if applicable (1 photocopy) NOTE: For married female child of the deceased borrower in fact changed her surname to that of her husband after contracting marriage.	PSA
11. PSA Death Certificate of Borrower's Spouse or Child/Children (if applicable) (1 photocopy)	PSA
12. Medical Certificate that the claimant is incapacitated, if applicable (1 original copy)	Hospital
13. Notarized Special Power of Attorney (SPA) (1 original copy) of Heir/s or Beneficiary/ies.	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person/s being Represented
<u>For OFW Heir/Beneficiary</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)	Person/s being represented
✓ 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 	Philippine Embassy of Host Country/Government
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<p>14. Two (2) Valid IDs with signature (1 photocopy, back-to-back) of representative and heir/s or beneficiary/ies. 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 - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) <p>ADDITIONAL REQUIREMENTS FOR CONTESTABLE CLAIMS (<i>Died within the period of 1 year from Take-out date/NOA/NOCA date</i>)</p> <ol style="list-style-type: none"> 1. Complete Medical Records (1 photocopy each) 2. Certificate of Attending Physicians (1 photocopy) 3. Certificate of Employment or Daily Time Record showing the last date the insured was able to report for work (1 photocopy) 	<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> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> <p>Hospital</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Employer of deceased borrower</p>
<p>NOTES:</p> <ul style="list-style-type: none"> ▪ Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) may be submitted only if certified and originally signed by any of its authorized officers. ▪ Submit Notarized Joint Affidavit of 2 Disinterested Persons on any of the following: <ol style="list-style-type: none"> a. There is discrepancy on the borrower's/beneficiary/ies data. 	

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<p>b. There is no record from PSA/Local Civil Registrar</p> <ul style="list-style-type: none"> ▪ In all instances wherein photocopies are submitted, the original document must be presented for authentication. 	
<p>For Heir/s or Beneficiary/ies</p> <p><u>If Borrower is Married without Child/Children but with Surviving Parent/s</u></p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for MRI/SRI Claims (1 original copy) 2. Borrower's PSA Death Certificate (1 original copy) 3. Borrower's PSA Birth Certificate or Baptismal (1 photocopy) 4. PSA Marriage Contract and Advisory of Marriage of borrower (1 photocopy) 5. PSA Marriage Contract of Parents (1 photocopy) 6. PSA Birth Certificate of Surviving Parent/s and/or PSA Death Certificate of deceased Parent/s and/or Child/Children (whichever is applicable) (1 photocopy) 7. Police Report (if death is due to accident/suicide) (1 photocopy) 8. Notarized Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy) 9. Two (2) Valid IDs with signature (1 photocopy, back-to-back) of heir/s or beneficiary/ies. 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 - 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 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA/Church</p> <p>PSA</p> <p>PSA</p> <p>PSA</p> <p>Local Police Station where the accident/suicide happened.</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</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>

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<p><i>For Representative of Heir/s or Beneficiary/ies</i></p> <p><u>If Borrower is Married without Child/Children and Surviving Parent/s</u></p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for MRI/SRI Claims (1 original copy) 2. Borrower's PSA Death Certificate (1 original copy) 3. Borrower's PSA Birth Certificate or Baptismal (1 photocopy) 4. PSA Marriage Contract and Advisory of Marriage of borrower (1 photocopy) 5. PSA Marriage Contract of Parents (1 photocopy) 6. PSA Death Certificate of Deceased Parent/s and Child/Children (1 photocopy) 7. Police Report (if death is due to accident/suicide) (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA/Church</p> <p>PSA</p> <p>PSA</p> <p>PSA</p> <p>Local Police Station where the accident/suicide happened.</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>8. Notarized Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy)</p> <p>9. Medical Certificate that the claimant is incapacitated, if applicable (1 original copy)</p> <p>10. Notarized Special Power of Attorney (SPA) (1 original copy) of Heir/s or Beneficiary/ies.</p> <p><u>For OFW Heir/Beneficiary</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>11. Two (2) Valid IDs with signature (1 photocopy, back-to-back) of representative and heir/s or beneficiary/ies. 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) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Hospital</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person/s being Represented</p> <p>Person/s 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>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - 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>ADDITIONAL REQUIREMENTS FOR CONTESTABLE CLAIMS <i>(Died within the period of 1 year from Take-out date/NOA/NOCA date)</i></p> <ol style="list-style-type: none"> 1. Complete Medical Records (1 photocopy each) 2. Certificate of Attending Physicians (1 photocopy) 3. Certificate of Employment or Daily Time Record showing the last date the insured was able to report for work (1 photocopy) 	<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>Hospital</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Employer of deceased borrower</p>
<p>NOTES:</p> <ul style="list-style-type: none"> ▪ Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) may be submitted only if certified and originally signed by any of its authorized officers. ▪ Submit Notarized Joint Affidavit of 2 Disinterested Persons on any of the following: <ol style="list-style-type: none"> a. There is discrepancy on the borrower's/beneficiary/ies data. b. There is no record from PSA/Local Civil Registrar ▪ In all instances wherein photocopies are submitted, the original document must be presented for authentication. 	
<p>For Heir/s or Beneficiary/ies</p> <p><u>If Borrower is single with Child/Children</u></p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for MRI/SRI Claims (1 original copy) 2. Borrower's PSA Death Certificate (1 original copy) 3. Borrower's PSA Birth Certificate or Baptismal (1 photocopy) 4. Borrower's PSA Certificate of No Marriage (CENOMAR) (1 photocopy) 5. Police Report (if death is due to accident/suicide) (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA/Church</p> <p>PSA</p> <p>Local Police Station where the accident/suicide happened.</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
6. Notarized Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy)	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
7. Notarized Affidavit of Guardianship (if with child/children below 18 years old, or if child/children is/are physically/mentally incompetent) (HQP-PFF-028) (1 original copy)	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
8. Medical Certificate (if child/children is of legal age but physically/mentally incompetent or claimant is incapacitated)	Hospital
9. PSA Birth Certificate or Baptismal of all children (1 photocopy)	PSA/Church
10. PSA Death Certificate of deceased Child/Children, if applicable (1 photocopy)	PSA
11. PSA Marriage Contract of all Female Legal Age Children, if applicable (1 photocopy)	PSA
NOTE: For married female child of the deceased borrower in fact changed her surname to that of her husband after contracting marriage.	
12. Two (2) Valid IDs with signature (1 photocopy, back-to-back) of heir/s or beneficiary/ies. 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 - 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 	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)

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - 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>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>ADDITIONAL REQUIREMENTS FOR CONTESTABLE CLAIMS (<i>Died within the period of 1 year from Take-out date/NOA/NOCA date</i>)</p> <ol style="list-style-type: none"> 1. Complete Medical Records (1 photocopy each) 2. Certificate of Attending Physicians (1 photocopy) 3. Certificate of Employment or Daily Time Record showing the last date the insured was able to report for work (1 photocopy) 	<p>Hospital</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Employer of deceased borrower</p>
<p>ADDITIONAL REQUIREMENT FOR MULTIPLE HEIR/BENEFICIARY</p> <ol style="list-style-type: none"> 1. Notarized Special Power of Attorney (SPA) (1 original copy) of Heir/s or Beneficiary/ies. <p><u>For OFW Heir/Beneficiary</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>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person/s being Represented</p> <p>Person/s being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p>

NOTES:

- **Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) may be submitted only if certified and originally signed by any of its authorized officers.**
- **Submit Notarized Joint Affidavit of 2 Disinterested Persons on any of the following:**
 - a. **There is discrepancy on the borrower's/beneficiary/ies data.**
 - b. **There is no record from PSA/Local Civil Registrar**
- **In all instances wherein photocopies are submitted, the original document must be presented for authentication.**

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>For Representative of Heir/s or Beneficiary/ies</p>	
<p><u>If Borrower is single with Child/Children</u></p>	
<p>1. Duly Accomplished Application for MRI/SRI Claims (1 original copy)</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p>
<p>2. Borrower's PSA Death Certificate (1 original copy)</p>	<p>Philippine Statistics Authority (PSA)</p>
<p>3. Borrower's PSA Birth Certificate or Baptismal (1 photocopy)</p>	<p>PSA/Church</p>
<p>4. Borrower's PSA Certificate of No Marriage (CENOMAR) (1 photocopy)</p>	<p>PSA</p>
<p>5. Police Report (if death is due to accident/suicide) (1 photocopy)</p>	<p>Local Police Station where the accident/suicide happened.</p>
<p>6. Notarized Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy)</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p>
<p>7. Notarized Affidavit of Guardianship (if with child/children below 18 years old, or if child/children is/are physically/mentally incompetent) (HQP-PFF-028) (1 original copy)</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p>
<p>8. Medical Certificate (if child/children is of legal age but physically/mentally incompetent or claimant is incapacitated) (1 original copy)</p>	<p>Hospital</p>
<p>9. PSA Birth Certificate or Baptismal of all children (1 photocopy)</p>	<p>PSA/Church</p>
<p>10. PSA Death Certificate of deceased Child/Children, if applicable (1 photocopy)</p>	<p>PSA</p>
<p>11. PSA Marriage Contract of all Female Legal Age Children, if applicable (1 photocopy)</p>	<p>PSA</p>
<p>NOTE: For married female child of the deceased borrower in fact changed her surname to that of her husband after contracting marriage.</p>	
<p>12. Notarized Special Power of Attorney (SPA) (1 original copy) of Heir/s or Beneficiary/ies.</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person/s being Represented</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p><u>For OFW Heir/Beneficiary</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>13. Two (2) Valid IDs with signature (1 photocopy, back-to-back) of the representative and heir/s or beneficiary/ies. 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 - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Person/s 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> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>ADDITIONAL REQUIREMENTS FOR CONTESTABLE CLAIMS (<i>Died within the period of 1 year from Take-out date/NOA/NOCA date</i>)</p> <ol style="list-style-type: none"> 1. Complete Medical Records (1 photocopy each) 2. Certificate of Attending Physicians (1 photocopy) 3. Certificate of Employment or Daily Time Record showing the last date the insured was able to report for work (1 photocopy) 	<p>Hospital</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Employer of deceased borrower</p>
<p>NOTES:</p> <ul style="list-style-type: none"> ▪ Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) may be submitted only if certified and originally signed by any of its authorized officers. ▪ Submit Notarized Joint Affidavit of 2 Disinterested Persons on any of the following: <ol style="list-style-type: none"> a. There is discrepancy on the borrower's/beneficiary/ies data. b. There is no record from PSA/Local Civil Registrar ▪ In all instances wherein photocopies are submitted, the original document must be presented for authentication. 	
<p>For Heir/s or Beneficiary/ies</p> <p><u>If Borrower is single without Child/Children but with Surviving Parents</u></p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for MRI/SRI Claims (1 original copy) 2. Borrower's PSA Death Certificate (1 original copy) 3. Borrower's PSA Birth Certificate or Baptismal (1 photocopy) 4. Borrower's PSA Certificate of No Marriage (CENOMAR) (1 photocopy) 5. PSA Marriage Contract of Parents (1 photocopy) 6. PSA Birth Certificate of Surviving Parent/s and/or PSA Death Certificate of deceased Parent (whichever is applicable) (1 photocopy) 7. Police Report (if death is due to accident/suicide) (1 photocopy) 8. Notarized Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA/Church</p> <p>PSA</p> <p>PSA</p> <p>PSA</p> <p>Local Police Station where the accident/suicide happened.</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>9. Two (2) Valid IDs with signature (1 photocopy, back-to-back) of heir/s or beneficiary/ies. 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 - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<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> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>
<p>ADDITIONAL REQUIREMENTS FOR CONTESTABLE CLAIMS (<i>Died within the period of 1 year from Take-out date/NOA/NOCA date</i>)</p>	
<p>1. Complete Medical Records (1 photocopy each)</p>	<p>Hospital</p>
<p>2. Certificate of Attending Physicians (1 photocopy)</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p>
<p>3. Certificate of Employment or Daily Time Record showing the last date the insured was able to report for work (1 photocopy)</p>	<p>Employer of deceased borrower</p>
<p>ADDITIONAL REQUIREMENT FOR MULTIPLE HEIR/BENEFICIARY</p>	
<p>1. Notarized Special Power of Attorney (SPA) (1 original copy) of Heir/s or Beneficiary/ies.</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person/s being Represented</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p><u>For OFW Heir/Beneficiary</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>Person/s being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p>
<p>NOTES:</p> <ul style="list-style-type: none"> ▪ Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) may be submitted only if certified and originally signed by any of its authorized officers. ▪ Submit Notarized Joint Affidavit of 2 Disinterested Persons on any of the following: <ol style="list-style-type: none"> a. There is discrepancy on the borrower's/beneficiary/ies data. b. There is no record from PSA/Local Civil Registrar ▪ In all instances wherein photocopies are submitted, the original document must be presented for authentication. 	
<p>For Representative of Heir/s or Beneficiary/ies</p> <p><u>If Borrower is single without Child/Children but with Surviving Parents</u></p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for MRI/SRI Claims (1 original copy) 2. Borrower's PSA Death Certificate (1 original copy) 3. Borrower's PSA Birth Certificate or Baptismal (1 photocopy) 4. Borrower's PSA Certificate of No Marriage (CENOMAR) (1 photocopy) 5. PSA Marriage Contract of Parents (1 photocopy) 6. PSA Birth Certificate of Surviving Parent/s and/or PSA Death Certificate of deceased Parent (whichever is applicable) (1 photocopy) 7. Police Report (if death is due to accident/suicide) (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA/Church</p> <p>PSA</p> <p>PSA</p> <p>PSA</p> <p>Local Police Station where the accident/suicide happened</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>8. Medical Certificate that the claimant is incapacitated, if applicable (1 original copy)</p> <p>9. Notarized Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy)</p> <p>10. Notarized Special Power of Attorney (SPA) (1 original copy)</p> <p><u>For OFW Heir/Beneficiary</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>11. Two (2) Valid IDs with signature (1 photocopy, back-to-back) of representative and heir/s or beneficiary/ies. 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) 	<p>Hospital</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person/s being Represented</p> <p>Person/s 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>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - 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>ADDITIONAL REQUIREMENTS FOR CONTESTABLE CLAIMS (<i>Died within the period of 1 year from Take-out date/NOA/NOCA date</i>)</p> <ol style="list-style-type: none"> 1. Complete Medical Records (1 photocopy each) 2. Certificate of Attending Physicians (1 photocopy) 3. Certificate of Employment or Daily Time Record showing the last date the insured was able to report for work (1 photocopy) 	<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>Hospital</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Employer of deceased borrower</p>
<p>NOTES:</p> <ul style="list-style-type: none"> ▪ Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) may be submitted only if certified and originally signed by any of its authorized officers. ▪ Submit Notarized Joint Affidavit of 2 Disinterested Persons on any of the following: <ol style="list-style-type: none"> a. There is discrepancy on the borrower’s/beneficiary/ies data. b. There is no record from PSA/Local Civil Registrar ▪ In all instances wherein photocopies are submitted, the original document must be presented for authentication. 	
<p>For Heir/s or Beneficiary/ies</p> <p><u>If Borrower is Single without Child/Children/ Parent/s and the immediate family is sibling/s</u></p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for MRI/SRI Claims (1 original copy) 2. Borrower’s PSA Death Certificate (1 original copy) 3. Borrower’s PSA Birth Certificate or Baptismal (1 photocopy) 4. Borrower’s PSA Certificate of No Marriage (CENOMAR) (1 photocopy) 5. PSA Marriage Contract of Parents (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA/Church</p> <p>PSA</p> <p>PSA</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
6. PSA Death Certificate of Parents (1 photocopy)	PSA
7. Police Report (if death is due to accident/suicide) (1 photocopy)	Local Police Station where the accident/suicide happened.
8. Notarized Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy)	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
9. PSA Birth Certificate/Baptismal of surviving sibling/s (1 photocopy)	PSA/Church
10. <u>If other sibling/s is/are deceased</u>	
✓ PSA Death Certificate of Deceased sibling/s (1 photocopy)	PSA
✓ <u>For single deceased sibling/s</u>	
▪ PSA Certificate of No Marriage (CENOMAR) (1 photocopy)	PSA
✓ <u>For married deceased sibling/s</u>	
▪ PSA Marriage Certificate (1 photocopy)	
▪ PSA Birth Certificate of all children or Baptismal (if with child/children) (1 photocopy)	PSA
▪ PSA Marriage Contract of all Female Legal Age Children (if with child/children), if applicable (1 photocopy)	PSA
▪ Affidavit of Guardianship for minor child/children (HQP-PFF-028) (1 original copy).	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
▪ PSA Death Certificate of Deceased wife/child/children (if applicable) (1 photocopy)	PSA
11. Two (2) Valid IDs with signature (1 photocopy, back-to-back) of heir/s or beneficiary/ies. 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>ADDITIONAL REQUIREMENTS FOR CONTESTABLE CLAIMS <i>(Died within the period of 1 year from Take-out date/NOA/NOCA date)</i></p> <ol style="list-style-type: none"> 1. Complete Medical Records (1 photocopy each) 2. Certificate of Attending Physicians (1 photocopy) 3. Certificate of Employment or Daily Time Record showing the last date the insured was able to report for work (1 photocopy) 	<p>Hospital</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Employer of deceased borrower</p>
<p>ADDITIONAL REQUIREMENT FOR MULTIPLE HEIR/BENEFICIARY</p> <ol style="list-style-type: none"> 1. Notarized Special Power of Attorney (SPA) (1 original copy) of Heir/s or Beneficiary/ies. <p><u>For OFW Heir/Beneficiary</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>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person/s being Represented</p> <p>Person/s being represented</p> <p>Philippine Embassy of Host Country/Government</p> <p>Philippine Embassy of Host Country/Government</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>NOTES:</p> <ul style="list-style-type: none"> ▪ Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) may be submitted only if certified and originally signed by any of its authorized officers. ▪ Submit Notarized Joint Affidavit of 2 Disinterested Persons on any of the following: <ul style="list-style-type: none"> a. There is discrepancy on the borrower's/beneficiary/ies data. b. There is no record from PSA/Local Civil Registrar ▪ In all instances wherein photocopies are submitted, the original document must be presented for authentication. 	
<p>For Representative of Heir/s or Beneficiary/ies</p> <p><u>If Borrower is Single without Child/Children/ Parent/s and the immediate family is sibling/s</u></p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for MRI/SRI Claims (1 original copy) 2. Borrower's PSA Death Certificate (1 original copy) 3. Borrower's PSA Birth Certificate or Baptismal (1 photocopy) 4. Borrower's PSA Certificate of No Marriage (CENOMAR) (1 photocopy) 5. PSA Marriage Contract of Parents (1 photocopy) 6. PSA Death Certificate of Parents (1 photocopy) 7. Police Report (if death is due to accident/suicide) (1 photocopy) 8. Notarized Proof of Surviving Legal Heirs (HQP-PFF-030) (1 original copy) 9. PSA Birth Certificate/Baptismal of surviving sibling/s (1 photocopy) 10. <u>If other sibling/s is/are deceased</u> <ul style="list-style-type: none"> ✓ PSA Death Certificate of Deceased sibling/s (1 photocopy) ✓ <u>For single deceased sibling/s</u> <ul style="list-style-type: none"> ▪ PSA Certificate of No Marriage (CENOMAR) (1 photocopy) ✓ <u>For married deceased sibling/s</u> <ul style="list-style-type: none"> ▪ PSA Marriage Certificate (1 photocopy) ▪ PSA Birth Certificate of all children or Baptismal (if with child/children) (1 photocopy) ▪ PSA Marriage Contract of all Female Legal Age Children (if with child/children), if applicable (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Philippine Statistics Authority (PSA)</p> <p>PSA/Church</p> <p>PSA</p> <p>PSA</p> <p>PSA</p> <p>Local Police Station where the accident/suicide happened.</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>PSA/Church</p> <p>PSA</p> <p>PSA</p> <p>PSA</p> <p>PSA</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> ▪ Affidavit of Guardianship for minor child/children (HQP-PFF-028) (1 original copy). ▪ PSA Death Certificate of Deceased wife/child/children (if applicable) (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>PSA</p>
<p>11. Medical Certificate that the claimant is incapacitated, if applicable (1 original copy)</p>	<p>Hospital</p>
<p>12. Notarized Special Power of Attorney (SPA) (1 original copy) of Heir/s or Beneficiary/ies.</p>	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person/s being Represented</p>
<p><u>For OFW Heir/Beneficiary</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)</p>	<p>Person/s being represented</p>
<p>✓ For documents executed abroad (1 original copy)</p>	
<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 	<p>Philippine Embassy of Host Country/Government</p>
<ul style="list-style-type: none"> ▪ For Apostille Countries <ul style="list-style-type: none"> - Apostille SPA 	<p>Philippine Embassy of Host Country/Government</p>
<p>13. Two (2) Valid IDs with signature (1 photocopy, back-to-back) of representative and heir/s or beneficiary/ies. Any of the following:</p>	
<ul style="list-style-type: none"> - Passport 	<p>Department of Foreign Affairs (DFA)</p>
<ul style="list-style-type: none"> - Driver's License 	<p>Land Transportation Office (LTO/Host Country)</p>
<ul style="list-style-type: none"> - Professional Regulation Commission (PRC) ID 	<p>Professional Regulation Commission (PRC)</p>
<ul style="list-style-type: none"> - Integrated Bar of the Philippines (IBP) ID 	<p>Integrated Bar of the Philippines (IBP)</p>
<ul style="list-style-type: none"> - National Bureau of Investigation (NBI) Clearance 	<p>National Bureau of Investigation (NBI)</p>
<ul style="list-style-type: none"> - Police Clearance 	<p>Local Police Station</p>
<ul style="list-style-type: none"> - Postal ID 	<p>Post Office</p>
<ul style="list-style-type: none"> - Voter's ID 	<p>Commission on Election (COMELEC)</p>
<ul style="list-style-type: none"> - Government Service Insurance System (GSIS) e-Card 	<p>Government Service Insurance System (GSIS)</p>
<ul style="list-style-type: none"> - Social Security System Card 	<p>Social Security System (SSS)</p>
<ul style="list-style-type: none"> - Senior Citizen Card 	<p>Local Government Unit (LGU)/Office of Senior Citizen Affairs (OSCA)</p>
<ul style="list-style-type: none"> - Overseas Workers Welfare Administration (OWWA) ID 	<p>Overseas Workers Welfare Administration (OWWA)</p>
<ul style="list-style-type: none"> - Overseas Filipino Worker (OFW) ID 	<p>Philippine Overseas Employment Administration (POEA)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - 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>ADDITIONAL REQUIREMENTS FOR CONTESTABLE CLAIMS <i>(Died within the period of 1 year from Take-out date/NOA/NOCA date)</i></p> <ol style="list-style-type: none"> 1. Complete Medical Records (1 photocopy each) 2. Certificate of Attending Physicians (1 photocopy) 3. Certificate of Employment or Daily Time Record showing the last date the insured was able to report for work (1 photocopy) 	<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) DSWD</p> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p> <p>Hospital</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Employer of deceased borrower</p>
<p>NOTES:</p> <ul style="list-style-type: none"> ▪ Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) may be submitted only if certified and originally signed by any of its authorized officers. ▪ Submit Notarized Joint Affidavit of 2 Disinterested Persons on any of the following: <ol style="list-style-type: none"> a. There is discrepancy on the borrower's/beneficiary/ies data. b. There is no record from PSA/Local Civil Registrar ▪ In all instances wherein photocopies are submitted, the original document must be presented for authentication. 	
<p>REQUIREMENTS FOR PERMANENT TOTAL DISABILITY/TERMINAL ILLNESS LIVING BENEFIT INSURANCE CLAIM</p> <p>For Borrower/Co-Borrower</p> <ol style="list-style-type: none"> 1. Duly Accomplished Application for MRI/SRI Claims (1 original copy) 2. Permanent Total Disability Form/Terminal Illness Form (1 original copy) 3. Insured's Statement of Disability (1 original copy) 4. Complete Medical Records (1 photocopy each) 5. For PTD, Certificate of Employment or any proof indicating the last day of report to work (1 photocopy) 	<p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch</p> <p>Hospital</p> <p>Employer of borrower</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>6. Borrower's PSA Birth Certificate or Baptismal (1 photocopy)</p> <p>7. If borrower is married, Borrower's PSA Marriage Contract (1 photocopy)</p> <p>8. Two (2) Valid IDs with signature (1 photocopy, back-to-back) of borrower/co-borrower. 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 - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>Philippine Statistics Authority (PSA)</p> <p>PSA</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)</p> <p>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>

NOTES:

- **Local/Municipal Civil Registrar Certified True Copy (with stamped that it was already endorsed to PSA) may be submitted only if certified and originally signed by any of its authorized officers.**
- **Submit Notarized Joint Affidavit of 2 Disinterested Persons on any of the following:**
 - a. **There is discrepancy on the borrower's/beneficiary/ies data.**
 - b. **There is no record from PSA/Local Civil Registrar**
- **In all instances wherein photocopies are submitted, the original document must be presented for authentication.**

REQUIRED DOCUMENTS	WHERE TO SECURE
For Representative	
1. Duly Accomplished Application for MRI/SRI Claims (1 original copy)	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
2. Permanent Total Disability Form/Terminal Illness Form (1 original copy)	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
3. Insured's Statement of Disability (1 original copy)	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch
4. Complete Medical Records (1 photocopy each)	Hospital
5. For PTD, Certificate of Employment or any proof indicating the last day of report to work (1 photocopy)	Employer of borrower
6. Borrower's PSA Birth Certificate or Baptismal (1 photocopy)	Philippine Statistics Authority (PSA)
7. If borrower is married, Borrower's PSA Marriage Contract (1 photocopy)	PSA
8. Medical Certificate that the claimant is incapacitated, if applicable (1 original copy)	Hospital
9. Notarized Special Power of Attorney (SPA) (1 original copy) of borrower/co-borrower	Pag-IBIG website (www.pagibigfund.gov.ph) or in any Pag-IBIG Branch/Person being Represented
<u>For OFW Borrower/Co-Borrower</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)	Person being represented
✓ 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 	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
10. Two (2) valid ID with signature (1 photocopy, back-to-back) of the representative and borrower/co-borrower. 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 	Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host Country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP)

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> - 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 - Government Office and Government-Owned and Controlled Corporation (GOCC) ID (e.g. AFP ID, Pag-IBIG Loyalty Card) 	<p>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> <p>Government Office/Government-Owned and Controlled Corporation (GOCC)</p>

NOTES:

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