



**CHECKLIST OF REQUIREMENTS
FOR THE ISSUANCE OF SUMMARY OF PAYMENT**

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>FOR MEMBER-APPLICANT/ BORROWER</p> <p>1. One (1) valid ID with signature (1 photocopy, back-to-back) of the 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 (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) 	<ul style="list-style-type: none"> 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)
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	
<p>THRU REPRESENTATIVE/ATTORNEY-IN-FACT</p> <p>1. Two (2) valid IDs with signature (1 photocopy, back-to-back) of the representative and 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 	<ul style="list-style-type: none"> Department of Foreign Affairs (DFA) Land Transportation Office (LTO/Host country) Professional Regulation Commission (PRC) Integrated Bar of the Philippines (IBP)

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<p>2. Letter of Request for Summary of Payment (1 original copy)</p>	<p>Person being represented</p>
<p>3. Authorization Letter (1 original copy)</p>	<p>Person being represented</p>
<p>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</p>	