



## CHECKLIST OF REQUIREMENTS FOR SUBSEQUENT RELEASE OF LOAN PROCEEDS

REQUIRED DOCUMENTS	WHERE TO SECURE
<b>A. CHECK RELEASING REQUIREMENTS</b>	
<b>FOR MEMBER-APPLICANT/ BORROWER</b>	
<p>1. Two (2) valid IDs of the Payee/s (1 photocopy each, back-to-back). 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 (SSS) 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> <li>- Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul> <p>2. If mode of payment is thru PDC, 12 Post-Dated Checks (PDCs) (1 original copy)</p>	<p>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)</p> <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)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) Department of Social Welfare and Development (DSWD) Government Office/Government-Owned and Controlled Corporation (GOCC)</p> <p>Borrower/Co-Borrower/Spouse</p>
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	
<b>THRU REPRESENTATIVE/ATTORNEY-IN-FACT</b>	
<p>1. Two (2) original valid IDs of Payee/ Representative/ Attorney-in-Fact (1 photocopy each, back-to-back)</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> </ul>	<p>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)</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<ul style="list-style-type: none"> <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 (SSS) 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> <li>- Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul> <p>2. Notarized Special Power of Attorney (SPA) executed by the Payee (1 original, 1 photocopy)</p> <p><u>For OFW Members</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, 1 photocopy)</li> <li>✓ For documents executed abroad (1 original copy, 1 photocopy) <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 Consulate.</li> </ul> </li> <li>▪ For Apostille Countries <ul style="list-style-type: none"> <li>✓ Apostille SPA</li> </ul> </li> </ul> </li> </ul> <p>3. If mode of payment is thru PDC, 12 Post-Dated Checks (PDCs) (1 original copy)</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) 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) Department of Social Welfare and Development (DSWD) Government Office/Government-Owned and Controlled Corporation (GOCC)</p> <p>Pag-IBIG Website (<a href="http://www.pagibigfund.gov.ph">www.pagibigfund.gov.ph</a>), in any Pag-IBIG Branch/ Person being Represented</p> <p>Person being represented</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Philippine Embassy of Host Country/ Government</p> <p>Borrower/Co-Borrower/Spouse</p>
<p><b>NOTE: In all instances wherein photocopies are submitted, the original document must be presented for authentication.</b></p>	
<p><b>THRU DEVELOPER'S NAME/ COMPANY'S NAME/ BANK'S NAME</b></p> <p>1. Authorization letter for the Representative/ Secretary Certificate (1 original copy)</p>	<p>Developer</p>

REQUIRED DOCUMENTS	WHERE TO SECURE
<p>2. Official Receipt issued by the Developer/ Company/ Bank or Validated deposit slip (1 original copy)</p> <p>3. Two (2) valid IDs of Authorized Representative (1 photocopy each, back-to-back). 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 (SSS) 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> <li>- Government Office and GOCC ID (e.g. AFP ID, Pag-IBIG Loyalty Card)</li> </ul>	<p>Developer/ Issuing Bank</p> <p>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)</p> <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)</p> <p>Bureau of Immigration (BI)</p> <p>National Council on Disability Affairs (NCDA)/ Department of Social Welfare and Development (DSWD) Department of Social Welfare and Development (DSWD) Government Office/Government-Owned and Controlled Corporation (GOCC)</p>

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