



SHORT-TERM LOAN (STL) CHECKLIST OF REQUIREMENTS

MEMBER	FILING THROUGH A REPRESENTATIVE
<p>1. Multi-Purpose Loan Application Form (MPLAF, HQP-SLF-065) or Calamity Loan Application Form (CLAF, HQP-SLF-066) (1 Original)</p> <p>2. Valid ID acceptable to the Fund (1 Photocopy)</p> <p>3. Proof of Income <u>For Formally Employed:</u> The “Certificate of Net Pay” portion at the back of the application form must be accomplished by the employer or submit photocopy of one (1) month latest payslip duly authenticated by the company’s authorized signatory.</p> <p><u>For Self-Employed, any of the following:</u></p> <ol style="list-style-type: none"> a. Income Tax Return (ITR), Audited Financial Statements and Official Receipt of tax payment from bank supported with DTI Registration and Mayor’s Permit/Business Permit (1 Photocopy) b. Commission Vouchers reflecting the issuer’s name and contact details (for the last 12 months) (1 Original) c. Bank Statements or passbook for the last 12 months (in case income is sourced from foreign remittance, pension, etc.) (1 Original) d. Transport Franchise issued by appropriate government agency (LGU for tricycles, LTRFB for other PUVs) (1 Certified True Copy) e. Certificate of Engagement issued by the owner of business (1 Original) f. Declaration of Income (HQP-SLF-136) (1 Original) <p><u>For Overseas Filipino Workers (OFW), any of the following:</u></p> <ol style="list-style-type: none"> a. Employment Contract <ul style="list-style-type: none"> ▪ Employment Contract between employee and employer (1 Photocopy); or ▪ POEA Standard Contract (1 Original) b. Certificate of Employment and Compensation (CEC) <ul style="list-style-type: none"> ▪ CEC written on the Employer/Company’s official letterhead (1 Original); or ▪ CEC signed by the employer (for household staff and similarly situated employees) (1 Original), supported by a photocopy of the employer’s ID and passport c. ITR filed with the Host Country/Government (1 Original) <p>NOTE: If documents are in foreign language/s, English translation is required.</p>	<p>1. Multi-Purpose Loan Application Form (MPLAF, HQP-SLF-065) or Calamity Loan Application Form (CLAF, HQP-SLF-066) (1 Original)</p> <p>2. Valid IDs of both parties (1 Photocopy)</p> <p>3. Authorization Letter (1 Original)</p> <p>4. Proof of Income <u>For Formally Employed:</u> The “Certificate of Net Pay” portion at the back of application form must be accomplished by the employer or submit photocopy of one (1) month latest payslip duly authenticated by the company’s authorized signatory.</p> <p><u>For Self-Employed, any of the following:</u></p> <ol style="list-style-type: none"> a. Income Tax Return (ITR), Audited Financial Statements and Official Receipt of tax payment from bank supported with DTI Registration and Mayor’s Permit/Business Permit (1 Photocopy) b. Commission Vouchers reflecting the issuer’s name and contact details (for the last 12 months) (1 Original) c. Bank Statements or passbook for the last 12 months (in case income is sourced from foreign remittance, pension, etc.) (1 Original) d. Transport Franchise issued by appropriate government agency (LGU for tricycles, LTRFB for other PUVs) (1 Certified True Copy) e. Certificate of Engagement issued by the owner of business (1 Original) f. Declaration of Income (HQP-SLF-136) (1 Original) <p><u>For Overseas Filipino Workers (OFW), any of the following:</u></p> <ol style="list-style-type: none"> a. Employment Contract <ul style="list-style-type: none"> ▪ Employment Contract between employee and employer (1 Photocopy); or ▪ POEA Standard Contract (1 Original) b. Certificate of Employment and Compensation (CEC) <ul style="list-style-type: none"> ▪ CEC written on the Employer/Company’s official letterhead (1 Original); or ▪ CEC signed by employer (for household staff and similarly situated employees) (1 Original), supported by a photocopy of the employer’s ID and passport c. ITR filed with Host Country/Government (1 Original) <p>NOTE: If documents are in foreign language/s, English translation is required.</p>

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