



CALAMITY LOAN APPLICATION FORM (CLAF)

(To be filled out by applicant. Print this form back to back on one single sheet of paper)

HQP-SLF-002

APPLICATION No./AGREEMENT ID

Type or print entries

LAST NAME	FIRST NAME	NAME EXTENSION (e.g., Jr., II)	MIDDLE NAME	MAIDEN NAME (For married women)	TYPE OF LOAN <input type="checkbox"/> New <input type="checkbox"/> Renewal
PRESENT HOME ADDRESS Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No. Street Name					Pag-IBIG MID No. /RTN
Subdivision		Barangay	Municipality/City	Province/State/Country (if abroad)	ZIP Code
BIRTHDATE mm dd yyyy		BIRTHPLACE		MOTHER'S MAIDEN NAME	OFFICE TEL. NO. HOME TEL. No.
MARITAL STATUS <input type="checkbox"/> Single/Unmarried <input type="checkbox"/> Married		<input type="checkbox"/> Widow/er <input type="checkbox"/> Legally Separated		<input type="checkbox"/> Annulled	SEX <input type="checkbox"/> Male <input type="checkbox"/> Female
EMPLOYER/BUSINESS NAME					EMPLOYEE No.
EMPLOYER/BUSINESS ADDRESS Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No. Street Name					TIN
Subdivision		Barangay	Municipality/City	Province/State/Country (if abroad)	ZIP Code
DATE OF Pag-IBIG MEMBERSHIP (Mo./Yr.)					
EMPLOYMENT HISTORY FROM DATE OF Pag-IBIG MEMBERSHIP (Use another sheet if necessary)					
NAME OF EMPLOYER		ADDRESS		FROM (Mo./Yr.)	TO (Mo./Yr.)

IN THE EVENT OF THE APPROVAL OF MY APPLICATION FOR CALAMITY LOAN, I HEREBY AUTHORIZE Pag-IBIG FUND TO CREDIT MY LOAN PROCEEDS THROUGH MY PAYROLL ACCOUNT/DISBURSEMENT CARD THAT I HAVE INDICATED ON THE RIGHT PORTION.

SIGNATURE OF APPLICANT

MEMBER'S PAYROLL ACCOUNT/DISBURSEMENT CARD NUMBER
NAME OF BANK/BRANCH
BANK ADDRESS

APPLICATION AGREEMENT

In consideration of the loan that may be granted by virtue of this application subject to the pertinent provisions of the Implementing Rules and Regulations of Pag-IBIG Fund, I hereby waive my rights under R.A. No. 1405 and authorize Pag-IBIG Fund to verify/validate my payroll account/disbursement card. Furthermore, I hereby authorize my present employer

with whom I may get employed in the future, to deduct the monthly Pag-IBIG contribution and amortization due from my salary and remit the same to Pag-IBIG Fund. If the resulting monthly net take home pay after deducting the computed monthly amortization on Calamity Loan falls below the monthly net take home pay as required under the GAA/company policy, I authorize Pag-IBIG Fund to compute for a lower loanable amount.

I understand that should I fail to pay the monthly amortization due, I shall be charged a penalty of 1/20 of 1% of any unpaid amount for every day of delay.

If for any reason excess loan proceeds are erroneously credited to my payroll account/disbursement card, I hereby authorize Pag-IBIG Fund to debit/deduct the excess amount from my account without need of further notice of demand. Should my account balance be insufficient, the Fund has the right to demand for the excess amount to be refunded.

I certify that the information given and any or all statements made herein are true and correct to the best of my knowledge and belief. I hereby certify under pain of perjury that my signature appearing herein is genuine and authentic.

Signature of Applicant over Printed Name

This office agrees to collect the corresponding monthly amortizations on this loan and the monthly savings of herein applicant through payroll deduction, together with the employer counterpart contributions, and remit said amounts to Pag-IBIG Fund on or before the 15th day of every month, for the duration that the loan remains outstanding. However, should we deduct the monthly amortization due from the applicant's salary but failed to remit it on due date, this office agrees to shoulder the corresponding penalty charged to applicant equivalent to 1/20 of 1% of any unpaid amount for every day of delay and penalty for non-remittance equivalent to 1/10 of 1% per day of delay of the amount payable from the date the loan amortizations or payments fall due until paid.

HEAD OF OFFICE OR AUTHORIZED SIGNATORY
(Signature over printed name)

DESIGNATION

Pag-IBIG EMPLOYER ID NO. AGENCY CODE BRANCH CODE

PROMISSORY NOTE

For value received, I promise to pay on due date without need of demand to the order of Pag-IBIG Fund with principal office at Petron MegaPlaza, 358 Sen. Gil Puyat Avenue, City of Makati, the sum of Pesos:

(P.) Philippine Currency, with the interest rate of 5.95% p.a. for the duration of the loan.

I hereby waive notice of demand for payment and agree that any legal action, which may arise in relation to this note, may be instituted in the proper court of Makati City.

Finally, this note shall likewise be subject to the following terms and conditions:

- The borrower shall pay the amount of Pesos: (P.) through salary deduction, whenever feasible over a period of 24 months with a grace period of 3 months. In case of suspension from work, leave of absence without pay, or insufficiency of take home pay during the term of the loan, payments should be made directly to the Pag-IBIG Fund office where the loan was released.
- Payments are due on or before the of the month starting on and 23 succeeding months thereafter.
- Payments made by the borrower after due date shall be applied in the following order of priorities: Penalties, Interest and Principal.
- A penalty of 1/20 of 1% of any unpaid amount for every day of delay shall be charged to the borrower.
- The borrower shall be considered in default in any of the following cases:
 - Any willful misrepresentation made by the borrower in any of the documents executed in relation hereto.

Signed in the presence of:

Witness
(Signature over Printed Name)

Witness
(Signature over Printed Name)

Signature of Applicant over Printed Name

In case of retirement/separation from employment, I hereby authorize my employer to deduct any outstanding Calamity loan balance from my retirement or separation benefits to fully settle my loan obligation. In the event that my retirement/separation benefits is not sufficient to settle the outstanding balance of my Calamity Loan or my employer fails for whatever reason, to deduct the same from said retirement/separation benefits, I hereby authorize Pag-IBIG Fund to apply whatever benefits are due me from the Fund to settle the said obligation.

SIGNATURE OF APPLICANT

THIS PORTION IS FOR Pag-IBIG FUND USE ONLY

CLAIM/HOUSING LOAN/STL VERIFICATION

PARTICULARS	NONE	WITH	DV/CHECK NO. / APPLICATION NO.	DATE FILED / DV NO.	VERIFIED	DATE
CLAIMS						
HOUSING LOAN						
MPL/CL						

LOAN APPROVAL

LOAN AMOUNT GRANTED	INTEREST	PREVIOUS LOAN BALANCE	LOAN PROCEEDS	MONTHLY AMORT
REVIEWED BY	DATE	APPROVED BY	DATE	DISAPPROVED BY
				DATE

NOTE: A notification on the approval/disapproval of the application shall be sent through SMS. For disapproved application, you may claim your submitted application form and supporting documents within five (5) working days upon receipt of the notification, otherwise such documents shall be disposed of.

THIS FORM CAN BE REPRODUCED. NOT FOR SALE

(Revised 12/2012)

GUIDELINES AND INSTRUCTIONS

CERTIFICATE OF NET PAY

NAME OF BORROWER

For the month of:

Basic Salary

Add: Allowances

Gross Monthly Income

Less: Deductions

Total Deductions

Net Monthly Income

Issued this day of , 20

I certify under pain of perjury that the above-mentioned information is true and correct.

HEAD OF OFFICE/AUTHORIZED SIGNATORY
(Signature over printed name)

A. Who May File

- Any Pag-IBIG Fund member who satisfies the following requirements may apply for a calamity loan:
1. The member has made at least 24 monthly savings.
 2. Has made five (5) MCs for the last six (6) months as of month prior to date of loan application and commits to continuously remit contributions at least for the term of the loan.
 3. If with existing Pag-IBIG Housing Loan and/or Multi-Purpose Loan (MPL) and/or Calamity Loan, the account must not be in default as of date of application.
 4. The member is a resident of the area which is declared under a state of calamity.

B. Availment Period

The loan shall be availed within a period of ninety (90) days from the declaration of the calamity.

C. How to File

- The applicant shall:
1. Secure the Calamity Loan Application Form (CLAF) from any Pag-IBIG Fund NCR/Regional branch.
 2. Accomplish 1 copy of the application form.
 3. Attach photocopy of payroll account/disbursement card/deposit slip (for newly-opened account).
 4. Submit complete application, together with the required documents to any Pag-IBIG Fund NCR/Regional branch. Processing of loans shall commence only upon submission of complete documents.

D. Loan Features

1. **Loan Entitlement**
The loanable amount shall be 80% of the member's Total Accumulated Value (TAV). However, for members with existing MPL, the loanable amount shall be the difference between 80% of the borrower's TAV and the outstanding balance of his MPL.
2. **Capacity to Pay**
An eligible borrower's loan shall be limited to an amount for which statutory deductions, the monthly repayment of principal and interest, and other obligations will not render the borrower's net take home pay to fall below the minimum requirement as prescribed by the General Appropriation Act (GAA) or company policy, whichever is applicable.
3. **Interest**
The loan shall be charged interest based on the Fund's Risk-Based Pricing Framework for the entire duration of the loan including the grace period.
4. **Loan Period**
The loan shall be amortized over a period of 24 months with a grace period of three (3) months.
5. **Loan Payments**
 - 5.1 The loan shall be paid in equal monthly payments in such amounts as may fully cover the obligation over the loan period. Said payments shall be made whenever feasible, through salary deduction.
 - 5.2 Payments shall be remitted to Pag-IBIG Fund on or before the fifteenth (15th) day of each month starting on the fourth (4th) month following the date on the DV/Check.
 - 5.3 The borrower may fully pay the outstanding balance of the loan prior to loan maturity.
 - 5.6 The borrower shall pay directly to the Fund in case the borrower is unable to pay through salary deduction for any of the following circumstances such as but not limited to:
 - a. Suspension from work
 - b. Leave of absence without pay
 - c. Insufficiency of take home pay at any time during the term of the loan
6. **Application of Payments**
 - 6.1 Payments shall be applied according to the following order of priorities:
 - a) Penalties
 - b) Interest
 - c) Principal
 - 6.2 Accelerated Payments - any amount in excess of the required monthly amortization shall be applied to future amortizations when due.
7. **Loan Release**
The loan proceeds shall be released through any of the following modes:
 - a) Crediting to the borrower's payroll account/disbursement card;
 - b) Crediting to the borrower's bank account through LANDBANK's Payroll Credit Systems Validation (PACSVL);
 - c) Through check payable to the borrower;
 - d) Other similar modes of payment.
8. **Penalty**
 - 8.1 A penalty of one-twentieth of one percent (1/20 of 1%) of any unpaid amount shall be charged to the borrower for every day of delay.
 - 8.2 For borrowers paying through salary deduction, penalties shall only be reversed upon presentation of proof that non-payment was due to the fault of the employer. In such case, penalties due from the borrower shall be charged to the employer.

Non-remittance of the total amortization shall likewise subject the employer with a penalty of one-tenth of one percent (1/10 of 1%) per day of delay of the amounts payable from the date the loan amortizations or payments fall due until paid.

E. Other Loan Provisions

1. The Calamity Loan and MPL programs shall be treated as separate and distinct from each other. Hence, the member shall be allowed to avail of a Calamity Loan while he still has an outstanding MPL, and vice versa. Application for loans on these two programs shall be governed by their corresponding guidelines.

In no case, however, shall the aggregate short-term loan exceed eighty percent (80%) of the borrower's TAV.
2. For borrowers with existing MPL at the time of availment of a Calamity Loan, the outstanding loan balance of the MPL shall not be deducted from the proceeds of the Calamity Loan.

F. Loan Renewal

Should another calamity occur in the same area, a borrower may renew his calamity loan anytime. The outstanding balance of his existing loan, together with any accrued interests, penalties and charges, shall be deducted from the proceeds of the new loan.

I hereby authorize _____, our Fund Coordinator or Liaison Officer to file my Calamity Loan Application and receive the Pag-IBIG Fund Check in my behalf.

Signature of Applicant over Printed Name