



# CALAMITY LOAN APPLICATION FORM (CLAF)

(TO BE FILLED OUT BY APPLICANT)

**HQP-SLF-002**

APPLICATION No. \_\_\_\_\_

Type or print entries

LAST NAME	FIRST NAME	MIDDLE NAME	MAIDEN NAME <i>(For married women)</i>	SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> WIDOW/ER <input type="checkbox"/> ANNULLED <input type="checkbox"/> LEGALLY SEPARATED	BIRTHDATE mm dd yyyy
PRESENT HOME ADDRESS <i>(Pls. indicate complete address)</i>				MOBILE PHONE No.	HOME TEL. No.	TIN
MOTHER'S MAIDEN NAME				Pag-IBIG MID No.	SSS/GSIS ID No.	
EMPLOYER/BUSINESS NAME				FOR AFP EMP-SERIAL/ACCOUNT No. FOR DECS EMP - DIV. CODE/STATION CODE/ EMPLOYEE No.		
EMPLOYER/BUSINESS ADDRESS <i>(Pls. indicate complete address)</i>				OFFICE TEL. No.	TYPE OF LOAN <input type="checkbox"/> NEW <input type="checkbox"/> RENEWAL	LOAN PURPOSE <input type="checkbox"/> OTHER HOUSING-RELATED <input type="checkbox"/> NON-HOUSING RELATED
EMPLOYMENT HISTORY FROM DATE OF Pag-IBIG MEMBERSHIP <i>(Use another sheet if necessary)</i>				DATE OF Pag-IBIG MEMBERSHIP <span style="float: right;">(Mo./Yr.)</span>		
NAME OF EMPLOYER			ADDRESS		FROM (Mo./Yr.)	TO (Mo./Yr.)

IN THE EVENT OF THE APPROVAL OF MY APPLICATION FOR CALAMITY LOAN, I HEREBY AUTHORIZED Pag-IBIG FUND TO CREDIT MY LOAN PROCEEDS TO MY BANK ACCOUNT/CASH CARD/PREPAID CARD NUMBER THAT I HAVE INDICATED ON THE RIGHT PORTION.

SIGNATURE OF APPLICANT

MEMBER'S BANK ACCOUNT/CASH CARD/PREPAID 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 bank account/cash card/prepaid card number. Furthermore, I hereby authorize my present employer or any 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.

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.

I further authorize said employer to deduct the outstanding balance of my calamity loan from my retirement and/or separation pay and remit the same to Pag-IBIG Fund. This authorization is irrevocable until such time that the said loan is fully paid.

In the event my retirement and/or separation pay 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 and/or separation pay in settlement of the outstanding balance of my calamity loan, I hereby authorize Pag-IBIG Fund to apply whatever benefits are due me from the Fund to settle the said obligation.

If for any reason excess loan proceeds are erroneously credited to my bank account/cash card/prepaid card number, 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.

This office agrees to collect the corresponding monthly amortizations on this loan and the monthly contributions of herein applicant through payroll deduction, together with the employer counterpart contributions, and remit said amounts to Pag-IBIG Fund on or before the scheduled 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 pay the corresponding penalties charged to the borrower equivalent to 1/20 of 1% of any unpaid amount for every day of delay and penalties for non-remittance equivalent to 3% per month or 1/10 of 1% per day of delay of the amount due starting on the first day immediately following the due date until the date of full settlement.

\_\_\_\_\_  
HEAD OF OFFICE OR AUTHORIZED REPRESENTATIVE  
*(Signature over printed name)*

DESIGNATION

\_\_\_\_\_  
Signature of Applicant over Printed Name

Pag-IBIG      AGENCY CODE      BRANCH CODE  
EMPLOYER ID NO.

### 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, Makati City, 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:

1. The borrower shall pay the amount of Pesos: \_\_\_\_\_ (P \_\_\_\_\_) through payroll deduction over a period of 24 months. In case of resignation/separation from the employer, suspension from work, leave of absence without pay, or insufficient monthly net take home pay prior to full payment of this loan, monthly/full payments should be made directly to the Pag-IBIG Fund office where the loan was released.
2. Payments are due on or before the \_\_\_\_\_ of the month starting on \_\_\_\_\_ and 23 succeeding months thereafter.
3. Payments made by the borrower after due date shall be applied in the following order of priorities: Penalties, Interest and Principal.
4. A penalty of 1/20 of 1% of any unpaid amount for every day of delay shall be charged to the borrower.

*Signed in the presence of:*

\_\_\_\_\_  
Witness  
*(Signature over Printed Name)*

\_\_\_\_\_  
Witness  
*(Signature over Printed Name)*

\_\_\_\_\_  
Signature of Applicant over Printed Name

### 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

**THIS FORM CAN BE REPRODUCED. NOT FOR SALE**

*(Revised 08/2012)*

# CERTIFICATE OF NET PAY

\_\_\_\_\_  
**NAME OF BORROWER**

**For the month of:** \_\_\_\_\_

**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 REPRESENTATIVE  
 (Signature over printed name)

## GUIDELINES AND INSTRUCTIONS

**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 contributions.
  2. The monthly net take home pay requirement of government employees shall be subject to the rules and regulations as provided for in the General Appropriations Act (GAA). On the other hand, the monthly net take home pay of employees working with the private sector shall be based on their respective company policies, if there is any.
  3. Members with active Fund membership at the time of application with commitment from both the employee and employer to continuously remit contributions at least for the term of the loan.
  4. For members who have withdrawn their membership contributions due to membership maturity, the reckoning date of the updated 24 monthly contributions shall be the first monthly contribution following the month the member qualified to withdraw his Pag-IBIG Fund contributions.
  5. For members who have active contributions under both the Pag-IBIG I and Pag-IBIG II, the membership contributions under Pag-IBIG II shall be considered to meet the required 24 monthly contributions.
  6. The member is a resident of the area which is declared under a state of calamity.

**B. Availment Period**

The loan shall be availed of within a period of 90 days from the occurrence 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 bank account/cash card/prepaid card number.
  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 Amount**  
 The loanable amount shall be 80% of the member's Total Accumulated Value (TAV). For members with existing MPL, the outstanding loan balance shall be deducted from the proceeds of the calamity loan.
2. **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.
3. **Loan Period**  
 The loan shall be amortized over a period of 24 months with a grace period of three (3) months.
4. **Loan Payments**
  - 4.1 The loan shall be paid in equal monthly payments thru salary deduction in such amounts as may fully cover the obligation over the loan period.
  - 4.2 Payments shall be remitted to Pag-IBIG Fund on or before the fifteenth (15<sup>th</sup>) day of each month starting on the fourth (4<sup>th</sup>) month following the date on the DV/Check.
  - 4.3 Payments shall be applied according to the following order of priorities:
    - a) Penalties
    - b) Interest
    - c) Principal
  - 4.4 Accelerated Payments - any amount in excess of the required monthly amortization shall be applied to future amortizations when due.
  - 4.5 The borrower may fully pay the outstanding balance of the loan prior to loan maturity.
  - 4.6 In case of separation from employer, the borrower shall pay directly to any Pag-IBIG office or thru his new employer, after notifying Pag-IBIG Fund of his change of employer.
5. **Loan Release**  
 The loan proceeds shall be released through any of the following modes:
  - a) Crediting to the borrower's bank account through LANDBANK's Payroll Credit Systems Validation (PACSVL);
  - b) Crediting to the borrower's cash card;
  - c) Through check payable to the borrower;
  - d) Other similar modes of payment.
6. **Penalty**  
 A penalty of 1/20 of 1% of any unpaid amount shall be charged to the borrower for every day of delay. Said penalty shall only be reversed upon presentation of proof that the non-payment of amortization is due to the fault of the employer.  
  
 However, for member-borrowers paying their calamity loans through automatic salary deduction, no penalty shall be charged against the borrower, if non-payment of the loan is due to the fault of the employer. However, the employer shall be charged a penalty equivalent to 1/20 of 1% of any unpaid amount for every day of delay and penalties for non-remittance equivalent to 3% per month or 1/10 of 1% per day of delay of the amount due starting on the first day immediately following the due date until the date of full settlement.
7. **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.