



**INSTRUCTIONS:**

1. Accomplish this form in one (1) copy only. Print this form back to back on one single sheet of paper.
2. Type or print all entries in BLOCK or CAPITAL LETTERS.
3. All data fields are mandatory. Otherwise, put N/A if not applicable.

INSTRUCTIONS.						Pag-IBIG MID NO.	APPLICATION NO.
1. Accomplish this form in one (1) copy only. Print this form back to back on one single sheet of paper.							
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3. All data fields are mandatory. Otherwise, put N/A if not applicable.							
LAST NAME	FIRST NAME	NAME EXTENSION (e.g., Jr., II)	MIDDLE NAME	MAIDEN MIDDLE NAME (for married women)	NO MIDDLE NAME (check if applicable only) <input type="checkbox"/>	DATE OF BIRTH	PLACE OF BIRTH
COMPLETE MOTHER'S MAIDEN NAME	NATIONALITY	SEX <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	MARITAL STATUS <input checked="" type="checkbox"/> Single/Unmarried <input type="checkbox"/> Married	<input type="checkbox"/> Widow(er) <input type="checkbox"/> Legally Separated	<input type="checkbox"/> Annulled	CITIZENSHIP	EMAIL ADDRESS
PRESENT HOME ADDRESS Unit/ Room No., Floor Building Name Lot No., Block No., Phase No. House No.						CELL PHONE NUMBER	HOME TELEPHONE NUMBER
Street Name Subdivision Barangay Municipality/City Province/State/Country (if abroad) ZIP Code						APPLICANT'S TAXPAYER IDENTIFICATION NUMBER (TIN)	SSS/GSIS NO.
PERMANENT HOME ADDRESS Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No.						BUSINESS TELEPHONE NUMBER (049)5493030	NATURE OF WORK
Street Name Subdivision Barangay Municipality/City Province/State/Country (if abroad) ZIP Code						LOAN TERM <input checked="" type="checkbox"/> Two (2) Years <input type="checkbox"/> Three (3) Years	DESIRED LOAN AMOUNT <input type="checkbox"/> Maximum Loan Amount <input checked="" type="checkbox"/> Others, specify: _____
EMPLOYER/BUSINESS NAME DENSO PHILIPPINES CORPORATION						LOAN PURPOSE	
EMPLOYER/BUSINESS ADDRESS Unit/Room No., Floor Building Name Lot No., Block No., Phase No. House No. Street Name 109 UNITY AVE CARMELRAY IND'L PARK1 CANLUBANG CALAMBA 4037						<input type="checkbox"/> Non-Housing Related <input type="checkbox"/> Livelihood/additional capital in small business <input type="checkbox"/> Tuition/Educational Expenses <input type="checkbox"/> Payment of utility/credit card bills <input type="checkbox"/> Purchase of appliance & furniture/electronic gadgets <input type="checkbox"/> Housing Related <input type="checkbox"/> Minor home improvement/home renovation/ upgrades	
Subdivision Barangay Municipality/City Province/State/Country (if abroad) ZIP Code						<input type="checkbox"/> Vacation/travel <input type="checkbox"/> Special events <input type="checkbox"/> Car repair <input type="checkbox"/> Health & wellness <input type="checkbox"/> Others, specify _____	
EMPLOYEE ID NUMBER		DATE OF EMPLOYMENT		SOURCE OF FUND			
PREVIOUS EMPLOYMENT DETAILS FROM DATE OF Pag-IBIG MEMBERSHIP (Use another sheet if necessary)							
EMPLOYER/BUSINESS NAME				EMPLOYER/BUSINESS ADDRESS		FROM (mm/yy)	TO (mm/yy)

In the event of the approval of my application for Multi-Purpose 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**

PAYROLL ACCOUNT/DISBURSEMENT CARD

NAME OF BANK/BRANCH

## 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 (Secrecy of Bank Deposits Act) and authorize Pag-IBIG Fund to verify/validate my payroll account/disbursement card. Furthermore, I hereby authorize my present employer, \_\_\_\_\_, or any employer with whom I may get employed

In the future, to deduct the membership savings (MS) and monthly 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 MPL 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 with 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 authorize Pag-IBIG Fund to disclose, submit, share or exchange any of my account information to legal and government regulating agencies, other banks, partner-merchants or third party in accordance with R.A. No. 9510 (Credit Information System Act), R.A. No. 10173 (Data Privacy Act of 2012), and other related or pertinent laws and regulations, as described in Pag-IBIG Fund's Freedom of Information (FOI) Manual. The credit information may also be transferred to service providers (e.g., Credit Information Corporation, Bankers Association of the Philippines - Credit Bureau), likewise in accordance with laws and regulations.

Furthermore, I have read, understood and agree to be bound by the terms and conditions governing the eDisbursement Facility/Program and Pag-IBIG Fund's partner-banks' internal guidelines.

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 amortization on this loan and the MS of herein applicant through salary deduction, together with the employer counterpart, and remit said amounts to Pag-IBIG Fund on or before the 15<sup>th</sup> day of each 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 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 amortization or payments fall due until paid.

LORENZO L. ARCILLA

AUTHORIZED SIGNATORY  
(Signature Over Printed Name)

**Admin Consultant**  
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 an interest at the rate of 10.5% per annum (equivalent rate of 17.50% based on diminishing principal balance), with interest during the grace period and shall be amortized equally over the term 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. I shall pay the amount of Pesos: \_\_\_\_\_  
(P\_\_\_\_\_ ) through salary deduction, whenever feasible, over a period of two (2) years or three (3) years, with a grace period of 2 months. In case I am unable to pay through salary deductions for any of the following circumstances, such as but not limited to, suspension from work; leave of absence without pay; insufficiency of take home pay at any time during the term of the loan; or other circumstances analogous to the foregoing, payments should be made directly to the Pag-IBIG Fund office where the loan was released.
2. Payments are due on or before the 15<sup>th</sup> day of the month starting on \_\_\_\_\_.
3. Payments shall be applied according to the following order of priorities: Penalties, Interest and Principal.
4. A penalty of 1/20 of 1% of any unpaid amount shall be charged to me for every day of delay.

*Signed in the presence of:*

✓ \_\_\_\_\_  
Witness  
(Signature Over Printed Name)

✓ \_\_\_\_\_  
Witness  
(Signature Over Printed Name)

✓ \_\_\_\_\_  
Signature of Applicant Over Printed Name

### AUTHORITY TO DEDUCT (Optional)

In case of retirement/separation from employment, I hereby authorize my employer to deduct any outstanding MPL balance from my retirement or separation benefits to fully settle my loan obligation. In the event that my retirement/separation benefits are not sufficient to settle the outstanding balance of my MPL or my employer fails for whatever reason, to deduct the same from said retirement/separation benefits, I hereby authorize Paq-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**

RECEIVED BY:

**APPROVED/DISAPPROVED BY:**

**(SIGNATURE OVER PRINTED NAME)**  
**(POSITION/DESIGNATION)**

DATE \_\_\_\_\_

**(SIGNATURE OVER PRINTED NAME)**  
**(POSITION/DESIGNATION)**

DATE \_\_\_\_\_

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 abovementioned information is true and correct.

LORENZO L. ARCILLA

AUTHORIZED SIGNATORY  
(Signature Over Printed Name)

- A. Who May File
- Any Pag-IBIG Fund member who satisfies the following requirements:
1. Has made at least 24 monthly membership savings (MS);
  - A member who has withdrawn his MS due to membership maturity or who has optionally withdrawn his MS, shall be allowed to apply for an MPL provided said member has subsequently accumulated 24 MS or at least its equivalent from the cut-off date of membership maturity or optional withdrawal.
  - A member, who does not meet the required 24 MS, may nevertheless, be allowed to avail of an MPL if his total savings is at least equivalent to 24 MS at the rate applicable to him.

2. Has made at least one (1) MS within the last six (6) months prior to the date of loan application;

3. If with existing Pag-IBIG housing loan, the account must not be in default as of the date of application;

4. If with existing MPL and/or Calamity Loan, the account/s must not be in default as of date of application; and

5. Has sufficient proof of income.
- B. How to File
- The applicant shall:
1. Secure the Multi-Purpose Loan Application Form (MPLAF) from any Pag-IBIG Fund Branch or download from Pag-IBIG website at [www.pagibigfund.gov.ph](http://www.pagibigfund.gov.ph).

2. Accomplish one (1) copy of the application form.

3. Submit the accomplished application form, together with the required documents to any Pag-IBIG Fund Branch. Processing of loans shall commence only upon submission of the complete documents.
- C. Loan Features
1. Loan Amount
- A qualified Pag-IBIG member shall be allowed to borrow an amount based on the lowest of the following:
- 1.1 Desired Loan Amount

1.2 Loan Entitlement

The loan entitlement shall be equivalent to eighty percent (80%) of TAV. However, if the borrower has an existing calamity loan, the loanable amount shall be the difference between the 80% of the borrower's TAV and the outstanding balance of his calamity loan.

1.3 Capacity to Pay

The loanable amount shall be limited to an amount which will not render the borrower's Net Take Home Pay (NTHP) to fall below the minimum requirement as prescribed by the General Appropriation Act (GAA) or company policy, whichever is applicable.
2. Interest Rate
- The loan shall be charged with an interest of 10.5% p.a. (equivalent rate of 17.5% based on diminishing principal balance) with interest during the grace period and shall be amortized equally over the term of the loan.
3. Loan Term
- The loan shall be repaid over a period of two (2) years or three (3) years, at the option of the member upon loan application, with a grace period of two (2) months.
- However, in the event that the borrower does not indicate the chosen loan term, the default term shall be three (3) years.
4. Loan Release
- The loan proceeds shall be released through any of the following modes:
- a) Crediting to the borrower's disbursement card or Loyalty Card Plus;

b) Crediting to the borrower's bank account through LANDBANK's Payroll Credit Systems Validation (PACSVAL);

c) Check payable to the borrower. However, when the check remains unclaimed for a period of thirty (30) calendar days from the DV/Check date despite notice to the borrower (either by email, registered mail or personal delivery to his postal address, or Short Message Service (SMS) informing him that the same is available for release, the check shall be cancelled and the loan will be reversed.

d) Other acceptable modes of disbursement.
5. Loan Payments
- 5.1 The loan shall be paid in equal monthly payments in such amounts as may fully cover the principal and interest over the loan period. Said amortization shall be made, whenever feasible, through salary deduction.

5.2 For self-employed individuals, Overseas Filipino Workers (OFWs), or other types of individual payors, monthly payments shall be paid over-the-counter or any other modes of payment approved by the Fund.

5.3 Payments shall be remitted to the Fund on or before the fifteenth (15<sup>th</sup>) day of each month, starting on the third (3<sup>rd</sup>) month following the date on the DV/check or manual disbursement voucher.

5.4 If the due date falls on a non-working day, the monthly amortization shall be paid on the first working day after the due date.

5.5 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; or
  - d. Other circumstances analogous to the foregoing.

5.7 Payment shall be applied according to the following order of priorities:
  - a. Penalties; if any
  - b. Interest; and
  - c. Principal

5.8 Any amount in excess of the required monthly amortization shall be applied to succeeding amortizations which will be posted on the next due date.
6. Penalties
- A penalty of 1/20 of 1% of any unpaid amount shall be charged to the borrower for every day of delay. For borrowers paying through salary deduction, penalties shall only be reversed only 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 loan amortization shall likewise subject the employer with a penalty of 1/10 of 1% per day of delay of the amounts payable from the date the loan amortization or payments fall due until paid.
7. Default
- The borrower shall be in default in any of the following cases, without need for demand:
- a. Any willful misrepresentation made by the borrower in any of the documents executed in relation hereto.

b. Failure of the borrower to pay any three (3) consecutive monthly amortizations.

c. Failure of the borrower to pay any three (3) consecutive Pag-IBIG monthly savings; or

d. Violation by the borrower of any of the membership/STL/housing loan policies, rules, regulations and guidelines of Pag-IBIG Fund.
8. Effects of Default
- In the event of default, the outstanding loan obligation shall become due and demandable. The outstanding loan obligation shall be deducted from the TAV after exerting all collection efforts.
- D. Other Loan Provisions
1. The MPL and/or Calamity Loan programs shall be treated as separate and distinct from each other. Hence, the member shall be allowed to avail of an MPL while he still has an outstanding calamity loan, and vice versa. Application for loans on these two programs shall be governed by their corresponding guidelines.

2. In no case shall the aggregate STL exceed eighty percent (80%) of the borrower's TAV.

3. For both 2-year and 3-year terms, a borrower may renew his/her MPL after payment of equivalent to six (6) monthly amortizations; not earlier than the sixth (6<sup>th</sup>) monthly amortization due date; and provided that he meets the eligibility requirement. The approved loan shall be applied to the borrower's outstanding MPL obligation and the net proceeds shall then be released to him. In case of full payment prior to loan maturity, a borrower shall be allowed to apply for a new loan anytime thereafter.

4. In the event of membership termination prior to loan maturity, the outstanding loan obligation shall be deducted from the borrower's TAV and/or any amount due him or his beneficiaries in the possession of the Fund. In case of the borrower's death, the outstanding loan obligation shall be computed up to the date of death. Any payments received after death shall be refunded to the borrower's beneficiaries.

5. Borrower may request for the immediate offsetting of his/her outstanding MPL balance against his/her TAV. It shall be effected upon approval of the borrower's request, provided, the request is based on the following justifiable reasons: Total disability or insanity; Separation from service by reason of health; Death of member's immediate family member; Distressed member due to unemployment limited to layoff and/or closure of company; Critical illness of the member or any of his/her immediate family member, as certified by a licensed physician under one of the following categories, subject to the approval of the DCEO-Member Services Cluster: cancer, organ failure, heart-related illness, stroke and neuromuscular-related illness; Repatriation of OFW member from host country and other meritorious grounds as may be approved for by the Board, by reason thereof, resulted in his failure to pay the required amortizations when due.

6. If TAV offsetting has been effected on the borrower's defaulting MPL, he may apply for a new MPL provided he has paid at least (6) monthly amortizations prior to default and its consequent offsetting against the borrower's TAV. However, if he has paid less than 6 monthly amortizations prior to default, he may apply for a new loan only after two (2) years from the date of TAV offsetting.

7. In case there is a need to update in the borrower's address and contact details (i.e. present home address, permanent home address, email address, cell phone number, home telephone number and business telephone number) at point of loan application, the borrower shall not be required to submit Member's Change of Information Form (MCIF, HQP-PFF-049). The updating of information shall be based on the submitted MPLAF.
- However, in case the information that needs to change/update is other than the address and contact details, the concerned borrower is required to submit the accomplished MCIF together with the supporting documents, if necessary. Please refer to the Checklist of Requirements specified at the back portion of the MCIF.

- Requirements:
1. 2 Valid ID (photocopy back to back)

2. 1month latest payslip

3. HDMF atm

4. MPL form