

WeServ Savings Plan (WSAP)

Also known as FSAP (FUJITSU SAVINGS PLAN)



- To Encourage employees to save and manage their personal finances.
- Employees save by maintaining their own individual accounts with a designated bank.
- Company complements the employees' savings by contributing a given percentage of the employees' deposits.

Term of Membership	Maximum amount of share by the company based on the member contribution	Ceiling amount of company share per month
1st to 2nd year	10% of contribution	₱ 200.00
3rd to 5th year	12% of contribution	₱ 240.00
More than 5 years	15% of contribution	₱ 300.00



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Please be reminded that WSAP was initiated for the following objectives:

- A. To encourage thrift among employees.
- B. To help employees save part of their salary for future needs, specifically:
 - Emergencies such as accidents, fire, hospitalization, death, natural calamities
 - Child delivery
 - Tuition and school fees
 - Purchase of house and/or lot
 - House repairs
 - For newlyweds, purchase of home appliances, furniture and wedding expenses



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How to enroll in WSAP?

All regular employees are welcome to join WSAP

Fill Up and sign the WSAP Membership Form and WSAP Authority to deduct form and email to payroll team

Membership is only allowed every 15th payroll

Note: Submit the forms to payroll team (PH GDC_Payroll <phgdc.payroll@fujitsu.com>) on or before 6th of the month

How to change my deduction for WSAP?

Fill Up and sign the WSAP Authority to deduct form and email to payroll team

Changes is only allowed every 15th payroll

Note: Submit the forms to payroll team (PH GDC_Payroll <phgdc.payroll@fujitsu.com>) on or before 6th of the month

How to Terminate my WSAP?

Fill Up and sign the WSAP termination Form and the WSAP Withdrawal Request Form and email to payroll team

Termination is only allowed every 15th payroll; We have to wait for the last month contribution to be credited in bank before we proceed in termination process. (Note: You have to open WSAP BPI Account first before you can withdraw, you can only open an account once you have Php 25,000.00)

Note: Submit the forms to payroll team (PH GDC_Payroll <phgdc.payroll@fujitsu.com>) on or before 6th of the month

How to Withdraw in my WSAP?

Fill Up and sign the WSAP Withdrawal Request Form and email to payroll team (Note: You have to open WSAP BPI Account first before you can withdraw, you can only open an account once you have Php 25,000.00)

Please note that we have Php 25,000.00 maintaining balance

How will I deposit my savings?

BPI are sending electronic statement of account through email. Or you may also track/monitor your account in BPI mobile banking. If you don't have your BPI WSAP Account yet, you may monitor your total savings in your payslips.

How can I check the updated balance of my savings?

This will be a salary deduction every payroll. We will be the ones to process the bank deposit every month. If you don't have your BPI WSAP Account yet, your savings will be kept in our Treasury. Once you've have reached the required maintaining balance which is Php 25,000.00, you will be required to process your BPI WSAP Account in BPI Pasay Road.

Can I make a partial withdrawal?

Yes, if the reason for the withdrawal is among the reasons deemed acceptable specifically:

- **Emergencies** such as accidents, fire, hospitalization, death, natural calamities
- **Child delivery**
- **Tuition and school fees**
- **Purchase of house and/or lot**
- **House repairs**
- **For newlyweds, purchase of home appliances, furniture and wedding expenses**

Can I withdraw anytime?

Yes, if your WSAP is already deposited in BPI WSAP Account. Processing is 3-5 working days.

Is there a penalty if I terminate my membership?

No, there will be no penalty, but you are not allowed to join WSAP again within 12months.