



MULTI-PURPOSE LOAN (MPL)
APPLICATION FORM

HQP-SLF-001

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

APPLICATION No.

Form containing personal and employment details. Includes fields for Pag-IBIG MID No./RTN, LAST NAME, FIRST NAME, NAME EXTENSION, MIDDLE NAME, MAIDEN MIDDLE NAME, PRESENT HOME ADDRESS, LOAN PURPOSE, CELL PHONE NUMBER, HOME TEL. NUMBER, EMAIL ADDRESS, EMPLOYER/BUSINESS NAME, DESIRED LOAN AMOUNT, EMPLOYER/BUSINESS ADDRESS, APPLICANT'S TAXPAYER IDENTIFICATION NUMBER (TIN), EMPLOYEE ID NUMBER, and BUSINESS TEL. NUMBER. Also includes a section for PREVIOUS EMPLOYMENT DETAILS FROM DATE OF Pag-IBIG MEMBERSHIP.

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/PACKAGE UNIT ID

NAME OF BANK/BRANCH

APPLICATION AGREEMENT

I 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, \_\_\_\_\_ or any employer with whom I may get employed in the future, to deduct the monthly 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 ½% of any unpaid amount for every month 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 further authorize Pag-IBIG Fund to disclose my personal information to legal and regulating authorities as appropriate in compliance with Anti-Money Laundering Act.

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 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 ½% of any unpaid amount for every month 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.

HEAD OF OFFICE OR AUTHORIZED SIGNATORY  
(Signature over Printed Name)

DESIGNATION

Pag-IBIG EMPLOYER ID NO. AGENCY CODE BRANCH CODE

Signature of Applicant over Printed Name

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 10.75% per annum, 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:

- I shall pay the amount of Pesos: \_\_\_\_\_ (P \_\_\_\_\_) through salary deduction, whenever feasible, over a maximum period of 24 months, with a grace period of 2 months. In case of suspension from work, leave of absence without pay, insufficiency of take home pay at any time during the term of the loan, payments should be made directly to the Fund or its accredited collecting agents.
- Payments are due on or before the 15<sup>th</sup> day of the month starting on \_\_\_\_\_ and 23 succeeding months thereafter.
- Payments shall be applied according to the following order of priorities: Penalties, Interest and Principal.
- A penalty of ½% of any unpaid amount shall be charged to me for every month of delay.

- I shall be considered in default in any of the following cases:
  - Any willful misrepresentation in any of the documents executed in relation hereto;
  - Failure to pay any three (3) consecutive monthly amortizations;
  - Failure to pay any three (3) consecutive membership savings;
  - Violation of any policies, rules, regulations and guidelines of the Pag-IBIG Fund.
- In the event of default, the outstanding loan obligation shall become due and demandable. As a consequence thereof, the outstanding loan obligation, consisting of the principal, interest and penalties shall be subjected to offsetting against my Total Accumulated Value (TAV). However, immediate offsetting of my outstanding loan obligation may be effected immediately upon approval of my request, provided such request is based on the following justifiable reasons and upon validation by the Fund: Borrower's unemployment; illness of the member-borrower or any of his immediate family member as certified by a licensed physician, by reason thereof, resulted in his failure to pay the required amortization when due; or death of any of his immediate family members, by reason thereof, resulted in his failure to pay the required amortization when due.
- In the event of membership termination prior to loan maturity, any outstanding loan obligation, shall be deducted from my TAV and/or any amount due me or my beneficiaries in the possession of the Fund. In case of my death, the outstanding obligation shall be computed up to the date of death. Any payment received after death shall be refunded to my beneficiaries.
- In case of falsification, misrepresentation or any similar acts committed by me, Pag-IBIG Fund shall automatically suspend my loan privileges indefinitely. I shall abide with all the applicable rules and regulations governing this lending program that Pag-IBIG Fund may promulgate from time to time.

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 is 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 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

Form containing verification and approval sections. Includes CLAIM/HOUSING LOAN/STL VERIFICATION table with columns for PARTICULARS, WITH, WITHOUT, DV/CHECK / APPLICATION / P.N./AGREEMENT NO., DATE FILED, VERIFIED, and DATE. Also includes LOAN APPROVAL table with columns for LOAN AMOUNT GRANTED, INTEREST, PREVIOUS LOAN BALANCE, LOAN PROCEEDS, MONTHLY AMORTIZATION, REVIEWED BY, DATE, APPROVED BY, DATE, DISAPPROVED BY, and DATE.

<h2 style="margin: 0;">CERTIFICATE OF NET PAY</h2>	
<p style="text-align: center; margin: 0;"><b>NAME OF BORROWER</b></p>	
<p><b>For the month of:</b> _____</p>	
<p><b>Basic Salary</b></p>	<p>_____</p>
<p><b>Add: Allowances</b></p>	
<p>_____</p>	<p>_____</p>
<p>_____</p>	<p>_____</p>
<p>_____</p>	<p>_____</p>
<p>_____</p>	<p>_____</p>
<p>_____</p>	<p>_____</p>
<p><b>Gross Monthly Income</b></p>	
	<p>_____</p>
<p><b>Less: Deductions</b></p>	
<p>_____</p>	<p>_____</p>
<p>_____</p>	<p>_____</p>
<p>_____</p>	<p>_____</p>
<p>_____</p>	<p>_____</p>
<p>_____</p>	<p>_____</p>
<p><b>Total Deductions</b></p>	
	<p>_____</p>
<p><b>Net Monthly Income</b></p>	
	<p>_____</p>
<p>Issued this _____ day of _____, 20__.</p> <p>I certify under pain of perjury that the above-mentioned information is true and correct.</p>	
<p style="text-align: center; margin: 0;">HEAD OF OFFICE/AUTHORIZED SIGNATORY (Signature over printed name)</p>	

**A. Who May File**  
Any Pag-IBIG Fund member who satisfies the following requirements may apply for a Multi-Purpose Loan (MPL):

1. Has made at least twenty-four (24) membership savings (MS);
2. For members who have withdrawn their membership savings due to membership maturity, the reckoning date of the updated 24 MS shall be the first MS following the month the member qualified to withdraw his MS due to membership maturity;
3. Has five (5) MS for the last six (6) months as of month prior to date of loan application;
4. If with existing Pag-IBIG Housing Loan, the account must not be in default as of the date of application; and
5. If with existing MPL and/or Calamity Loan, the account/s must not be in default as of date of application.

**B. How to File**  
The applicant shall:

1. Secure the Multi-Purpose Loan Application Form (MPLAF) from any Pag-IBIG Fund Branch.
2. Accomplish 1 copy of the application form.
3. For releasing of loan proceeds through Payroll Account/Disbursement Card, 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 Branch. Processing of loans shall commence only upon submission of 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: desired loan amount, loan entitlement, capacity-to-pay.

**1.1 Loan Entitlement**  
The loan entitlement shall depend on the number of MS made, based on the following schedule:

Number of MS	Loan Amount
24 - 59 months	Up to 60% of the Total Accumulated Value (TAV)
60 - 119 months	Up to 70% of TAV
At least 120 months	Up to 80% of TAV

**1.2 Capacity to Pay**  
An eligible borrower's loan shall be limited to an amount for which statutory deductions, 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.

If the borrower has an existing Calamity Loan, the loanable amount shall be the difference between 80% of the borrowers TAV and the outstanding balance of his Calamity Loan; provided, it does not exceed the borrower's loan entitlement.

**2. Interest Rate**  
The loan shall bear an interest at the rate of 10.75% per annum for the duration of the loan.

**3. Loan Term**  
The loan shall be repaid over a maximum period of twenty-four (24) months, with a grace period of two (2) months.

**4. Loan Release**  
The loan proceeds shall be released through any of the following modes:

- a) Crediting to the borrower's cash card/disbursement card;
- b) Crediting to the borrower's bank account through LANDBANK's Payroll Credit Systems Validation (PACSVL);
- c) Check payable to the borrower;
- d) Other similar modes of payments.

**5. Loan Payments**

5.1 The loan shall be repaid 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 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.

5.3 The borrower may fully pay the outstanding balance of the loan prior to loan maturity.

5.4 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. Penalties**  
A penalty of ½% of any unpaid amount shall be charged to the borrower for every month of delay. However, 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 monthly 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 monthly amortization or payments fall due until paid.

**7. Application of Payments**

7.1 Payments shall be applied according to the following order of priorities:

- a. Penalties; if any,
- b. Interest; and
- c. Principal

7.2 Accelerated Payments – any amount in excess of the required monthly amortization shall be applied to future amortizations.

**8. Default**  
The borrower shall be in default in any of the following cases:

- 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 MS.
- d. Violation by the borrower of any of the policies, rules, regulations and guidelines of Pag-IBIG Fund.

**D. Other Provisions**

1. The MPL and Calamity Loan 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 loan 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 Calamity Loan at the time of availment of MPL, the outstanding loan balance of the Calamity Loan shall not be deducted from the proceeds of the MPL.
3. In the event that an MPL account has a marginal balance of not more than P10.00 despite the payment of the required 24 monthly amortization by the borrower, the Fund shall offset the said marginal balance from the borrower's TAV.
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 borrower's death, the outstanding obligation shall be computed up to the date of death. Any payments received after death shall be refunded to the borrower's beneficiary.
5. An eligible member who is an active member under more than one employer shall have only one outstanding MPL at any given time. At point of application, he shall choose which employer shall deduct and remit his monthly MPL amortization.
6. A borrower may renew his MPL upon payment of at least six (6) monthly amortizations and he meets the eligibility criteria. The proceeds of the new loan shall be applied to the borrower's outstanding MPL obligation and the net proceeds shall then be released to him.
7. If TAV offsetting has been effected on the borrower's defaulting MPL, he may immediately apply for a new MPL provided he has paid at least 6 monthly amortizations prior to default and meets the eligibility criteria. 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 date of TAV offsetting.