



MULTI-PURPOSE LOAN APPLICATION FORM (MPLAF)

HQP-SLF-061
(V07, 09/2021)

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.

LAST NAME					FIRST NAME					NAME EXTENSION (e.g., Jr., III)					MIDDLE NAME					MAIDEN MIDDLE NAME (for married women)					NO MIDDLE NAME (check if applicable only)					DATE OF BIRTH					PLACE OF BIRTH														
COMPLETE MOTHER'S MAIDEN NAME										NATIONALITY					SEX <input type="checkbox"/> Male <input type="checkbox"/> Female					MARITAL STATUS <input type="checkbox"/> Single/Unmarried <input type="checkbox"/> Married <input type="checkbox"/> Widower <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.										Street Name					Subdivision					Barangay					Municipality/City					Province/State/Country (if abroad)					ZIP Code					CELL PHONE NUMBER					HOME TELEPHONE NUMBER				
PERMANENT HOME ADDRESS Unit/Room No., Floor, Building Name, Lot No., Block No., Phase No., House No.										Street Name					Subdivision					Barangay					Municipality/City					Province/State/Country (if abroad)					ZIP Code					BUSINESS TELEPHONE NUMBER					NATURE OF WORK				
EMPLOYER/BUSINESS NAME										EMPLOYER/BUSINESS ADDRESS Unit/Room No., Floor, Building Name, Lot No., Block No., Phase No., House No., Street Name					Subdivision					Barangay					Municipality/City					Province/State/Country (if abroad)					ZIP Code					LOAN TERM <input type="checkbox"/> Two (2) Years <input type="checkbox"/> Three (3) Years					DESIRED LOAN AMOUNT				
EMPLOYEE ID NUMBER										DATE OF EMPLOYMENT					SOURCE OF FUND					LOAN PURPOSE 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 Housing Related <input type="checkbox"/> Minor home improvement/home renovation/ upgrades					<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 _____																								
PREVIOUS EMPLOYMENT DETAILS FROM DATE OF Pag-IBIG MEMBERSHIP (Use another sheet if necessary)										EMPLOYER/BUSINESS NAME					EMPLOYER/BUSINESS ADDRESS					FROM (mm/yyyy)					TO (mm/yyyy)																								

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 action.

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 (Security 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, 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 GAW 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/offset 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, private members or third party in accordance with R.A. No. 56:6 (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 Disbursement Facility/Program and Pag-IBIG Fund's partner-bank's internal guidelines.

I certify that the information given and any of 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 harsh applicant through salary deduction, together with the employer counterpart, and remit said amounts to Pag-IBIG Fund on or before the 15th 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.

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 Pelron MegaPlaza, 358, San Gil Puyser 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 17.5% 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 15th 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) _____

5. I shall be considered in default in any of the following cases:
 - a. Any willful misrepresentation in any of the documents executed in relation hereto;
 - b. Failure to pay any three (3) consecutive monthly amortizations;
 - c. Failure to pay any three (3) consecutive membership savings;
 - d. Violation of any of the membership/STL/housing loan policies, rules, regulations, and guidelines of the Pag-IBIG Fund.
6. In the event of default, the outstanding loan obligation shall become due and shall be deducted from the Total Accumulated Value (TAV) after exhausting all collection efforts. 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: 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 neurovascular-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 amortization when due.
7. 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 date of death shall be returned to my beneficiaries.
8. 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 the lending program that Pag-IBIG Fund may promulgate from time to time.

Signature of Applicant Over Printed Name

SIGNATURE OF APPLICANT

AUTHORITY TO DEBIT (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 Pag-IBIG Fund to apply whatever benefits are due me from the Fund to settle the said obligation.

RECEIVED BY:

(SIGNATURE OVER PRINTED NAME) _____

(POSITION/DESIGNATION) _____

DATE _____

APPROVED/DISAPPROVED BY:

(SIGNATURE OVER PRINTED NAME) _____

(POSITION/DESIGNATION) _____

DATE _____

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.

AUTHORIZED SIGNATORY
(Signature Over Printed Name)

- A. Who May File**
Any Pag-IBIG Fund member who satisfies the following requirements:
- 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 an asset 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.
 - Has made at least one (1) MS within the last six (6) months prior to the date of loan application;
 - If with existing Pag-IBIG housing loan, the account must not be in default as of the date of application;
 - If with existing MPL and/or Celineity Loan, the accounts must not be in default as of date of application; and
 - Has sufficient proof of income.
- B. How to File**
The applicant shall:
- 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;
 - Accomplish one (1) copy of the application form;
 - 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**
- 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:
The loan entitlement shall be equivalent to eighty percent (80%) of TAV. However, if the borrower has an existing celineity loan, the loanable amount shall be the difference between the 80% of the borrower's TAV and the outstanding balance of the existing loan.
 - 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.
 - 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 evenly over the term of the loan.
 - 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.
 - Loan Release**
The loan proceeds shall be released through any of the following modes:
 - Crediting to the borrower's disbursement card or Joyalty Card Plus;
 - Crediting to the borrower's bank account through LANDBANK's Payroll Credit System Validation (PAC-SVA);
 - Check payable to the borrower; however, when the check remains undeposited for a period of thirty (30) calendar days from the DVCHECK 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 canceled and the loan will be reversed;
 - Other acceptable modes of disbursement.
 - Loan Payments**
 - The loan shall be paid in equal monthly payments in such amounts as may fully cover the principal and interest over the loan period. Basic amortization shall be made, whenever feasible, through salary deduction.
 - 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 mode of payment approved by the Fund.
 - Payments shall be remitted to the Fund on or before the fifteenth (15th) day of each month, starting on the third (3rd) month following the date on the DVCHECK or manual disbursement voucher.
 - 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.
 - The borrower may fully pay the outstanding balance of the loan prior to loan maturity.
 - 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:
 - 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.
 - Payment shall be applied according to the following order of priorities:
 - Penalties, if any;
 - Interest; and
 - Principal.
 - Any amount in excess of the required monthly amortization shall be applied to succeeding amortizations which will be posted on the next due date.
 - 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 reverted 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 fell due until paid.
 - Default**
The borrower shall be in default in any of the following cases, without need for demand:
 - Any willful misrepresentation made by the borrower in any of the documents executed in relation hereto;
 - Failure of the borrower to pay any three (3) consecutive monthly amortizations;
 - Failure of the borrower to pay any three (3) consecutive Pag-IBIG monthly savings; or
 - Violation by the borrower of any of the membership/STL/housing loan policies, rules, regulations and guidelines of Pag-IBIG Fund.
 - 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 exhausting all collection efforts.
- D. Other Loan Provisions**
- The MPL and/or Celineity 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 celineity loan, and vice versa. Application for loans on these two programs shall be governed by their corresponding guidelines.
 - In no case shall the aggregate STL exceed eighty percent (80%) of the borrower's TAV.
 - For both 2-year and 3-year terms, a borrower may avail higher MPL after payment of amortization to six (6) monthly amortizations; not earlier than the sixth (6th) 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.
 - 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 compiled up to the date of death. Any payments received after death shall be returned to the borrower's beneficiaries.
 - Borrower may request for the immediate offsetting of his/her outstanding MPL balance against same 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 death; Death of member's immediate family member; Divorced member due to unemployment; or leave of absence of company; illness of 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 CEO/Member Services Officer: cancer, organ failure, heart-related illness, stroke and non-musculoskeletal illness. Reinstatement 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.
 - 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.
 - In case there is a need to update the borrower's information at point of loan application, the borrower shall not be required to submit Member's Change of Information Form (MCIF, HQP-MCF-046). The updating of information shall be based on the submitted MPLAF. The borrower shall be required to submit supporting documents, if necessary. Please refer to the Checklist of Requirements specified at the back portion of the MCIF.