



MLP-01263 (04-2016)

Republic of the Philippines
SOCIAL SECURITY SYSTEM
LOAN RESTRUCTURING APPLICATION

THIS FORM MAY BE REPRODUCED AND IS NOT FOR SALE. THIS CAN ALSO BE DOWNLOADED THRU THE SSS WEBSITE AT www.sss.gov.ph

PLEASE READ THE INSTRUCTIONS AND REMINDERS AT THE BACK OF THE FORM AND THE ATTACHED TERMS AND CONDITIONS BEFORE ACCOMPLISHING THIS FORM. PRINT ALL INFORMATION IN CAPITAL LETTERS AND USE BLACK INK ONLY.

PART I - TO BE FILLED OUT BY THE FILER

A. MEMBER-BORROWER DATA

Form section A containing fields for SS NUMBER, COMMON REFERENCE NUMBER, DATE OF BIRTH, TAX IDENTIFICATION NUMBER, NAME, HOME ADDRESS, TELEPHONE NO., MOBILE/CELLPHONE NO., E-MAIL ADDRESS, MAILING ADDRESS, EMPLOYER NAME, EMPLOYER ADDRESS, and MODE OF AVAILMENT.

B. FILER DATA (FOR DEATH BENEFIT CLAIM)

Form section B containing fields for NAME (LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX).

C. CERTIFICATION AND UNDERTAKING

- 1. I certify that the information provided in this form and in the attached Statement of Loan Balances for Loan Restructuring Program which is an integral part of this application are true and correct.
2. I unconditionally agree to the TERMS AND CONDITIONS of the SSS Loan Restructuring Program attached to this application.
3. I also certify that my capacity to pay the loan/s stated in the attached Statement of Loan Balances for Loan Restructuring Program has been impaired by the calamity/disaster that occurred in my area which resulted to incurrence of interests and penalties of the said loan/s.
4. In case that it is proven that I have given false information or misrepresentation in this document or in any other documents submitted in connection with my Loan Restructuring Application, I undertake to pay the outstanding balance including the condoned penalty.

FILER'S PRINTED NAME

FILER'S SIGNATURE

DATE

PART II - TO BE FILLED OUT BY SSS

Form section C containing fields for ID CARDS OR DOCUMENT/S PRESENTED, DOCUMENT/S SUBMITTED, RECEIVED AND ENCODED BY, and REVIEWED BY.

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ACKNOWLEDGEMENT STUB

Form section D containing fields for SS NUMBER/Common Reference No., NAME (LAST NAME, FIRST NAME, MIDDLE NAME, SUFFIX), RECEIVED BY, SIGNATURE OVER PRINTED NAME, POSITION TITLE, DATE & TIME, and SSS BRANCH.

INSTRUCTIONS

1. Secure updated Statement of Loan Balances for Loan Restructuring Program (2 copies) from the nearest SSS branch or foreign office prior to submission of this form.
2. Accomplish an Affidavit of Residency attesting residence/work address in a covered calamity area when the calamity/disaster happened (except for member-borrower with Calamity Loan or Salary Loan Early Renewal Program (SLERP) and Death Benefit filer).
3. Fill out this form in one (1) copy.
4. Always indicate "N/A" or "Not Applicable", if the required data is not applicable.
5. Always affix initials on all erasures/alterations on this form.
6. If member-borrower is filing this form, present original copy of valid identification cards/documents. Refer to "List of Filer's Valid Identification (ID) Cards/Documents" below.
7. If a representative is filing this form, submit the following:
 - a. Special Power of Attorney (SPA) - original copy
 - b. Photocopies of two (2) valid identification cards each of the member-borrower and the filer, at least one (1) with photo and both with signature - present original. Refer to "List of Filer's Valid identification (ID) Cards/Documents" below.
8. Submit this form to the nearest SSS branch or foreign office with the Statement of Loan Balances for Loan Restructuring Program signed in the "Conforme" portion and the notarized Affidavit of Residency (if applicable).
9. For Death, Total Disability, or Retirement (DDR) benefit filer who will avail of the Loan Restructuring Program, submit this form and Statement of Loan Balances for Loan Restructuring Program together with the DDR claim application.

LIST OF FILER'S VALID IDENTIFICATION (ID) CARDS/DOCUMENTS SSS LOAN RESTRUCTURING PROGRAM

Present the original copy of any one (1) of the **primary** ID cards/documents in **Item A** or two (2) **secondary** ID cards/documents in **Item B** at least one (1) with photo and both with signature.

All identification (ID) cards and/or documents with English translation issued by foreign government are acceptable.

If filed by **Attorney-in-Fact of Member-Borrower**, present the following:

- a. Original copy of any two (2) of the Attorney-in-Fact's valid identification card/s or document/s, at least one (1) with photo and both with signature; and
- b. Original copy of any two (2) of the Member-Borrower's valid identification card/s or document/s, at least one (1) with photo and both with signature.

A. Primary ID Cards/Documents

1. Social Security (SS) Card
2. Unified Multi-Purpose ID (UMID) Card
3. Driver's License
4. Passport
5. Professional Regulation Commission (PRC) card
6. Seaman's Book (Seafarer's Identification & Record Book)

B. Secondary ID Cards/Documents

1. Alien Certificate of Registration
2. Certificate of Licensure/Qualification Documents from Maritime Industry Authority
3. Certificate of Muslim Filipino Tribal Affiliation issued by National Commission on Muslim Filipinos
4. Company ID Card
5. Firearm License card issued by Philippine National Police
6. Fishworker's License issued by Bureau of Fisheries and Aquatic Resources (BFAR)
7. Government Service Insurance System (GSIS) card/Member's Record/Certificate of Membership
8. Health or Medical card
9. Home Development Mutual Fund (Pag-IBIG) Member's Data Form
10. ID card issued by Local Government Units (LGUs) (e.g., Barangay/ Municipality/City)
11. ID card issued by professional association recognized by PRC
12. Marriage Contract/Marriage Certificate
13. Overseas Worker Welfare Administration (OWWA) card
14. Philippine Health Insurance Corporation (PHIC) ID card
15. Police Clearance or NBI Clearance
16. Postal ID card
17. School ID card
18. Seafarer's Registration Certificate issued by Philippine Overseas Employment Administration
19. Senior Citizen card
20. Taxpayer's Identification Number (TIN) card
21. Voter's Identification card or Voter's Affidavit/Certificate of Registration

R.A.3765, OTHERWISE KNOWN AS "TRUTH IN LENDING ACT"

A DISCLOSURE STATEMENT ON LOAN TRANSACTION SHALL BE ISSUED BY SSS TO THE MEMBER-BORROWER UPON APPROVAL OF HIS/HER LOAN RESTRUCTURING APPLICATION.

WARNING

ANY PERSON WHO MAKES ANY FALSE STATEMENT IN THIS APPLICATION OR SUBMITS ANY FALSIFIED DOCUMENT IN CONNECTION WITH THE APPLICATION FOR LOAN RESTRUCTURING PROGRAM SHALL BE LIABLE CRIMINALLY UNDER SECTION 28 OF R.A. 8282 OR UNDER PERTINENT PROVISION OF THE REVISED PENAL CODE OF THE PHILIPPINES.

REMINDER

Verification of status may be made thru the SSS Website at www.sss.gov.ph or contact our Call Center at 920-6446 up to 55 or 917-7777.

TERMS & CONDITIONS FOR LOAN RESTRUCTURING PROGRAM

(SSC Resolution Nos. 424-s.2015 dated 29 May 2015, 795-s.2015 dated 4 November 2015, 217-s.2016 dated 4 April 2016 and 258-s.2016 dated 18 April 2016)

A. ELIGIBILITY REQUIREMENTS

1. All member-borrowers with any of the following past due short-term loans are eligible for the program.
 - Calamity Loan
 - Salary Loan Early Renewal Program (SLERP)
 - Salary Loan
 - Emergency Loan
 - Educational Loan (old)
 - Study Now Pay Later Plan
 - Vocational/Technical Course Loans
 - Y2K Loans
 - Investments Incentive Loan
2. For past due short-term loans except Calamity Loan and SLERP, member-borrower must have previously lived/worked in a calamity/disaster stricken area as declared by the National Disaster Risk Reduction and Management Council (NDRRMC) or the National Government.
3. The outstanding short-term loan/s must be past due for a period of at least six (6) months as of the first day of restructuring period.
4. The member-borrower:
 - 4.1 Must be living or working in calamity/disaster declared area as of disaster date or as of application date. "Living" shall refer to the home address of the member-borrower.
 - 4.2 Must be under 65 years old at the end of the installment term.
 - 4.3 Has not been granted any final benefit, i.e. total permanent disability or retirement.
 - 4.4 Has not been disqualified due to fraud committed against the SSS.
5. Member-borrowers with final benefit claim application (Death, Total Disability, Retirement) whose contingency date is on or before the last day of the availment period of the restructuring program are eligible for the program. Said final benefit claim must be filed within the availment period.

B. AREAS COVERED

Covered areas are those declared by NDRRMC or the National Government as under the state of calamity due to the following calamities/disasters:

- | | | | |
|-----------------------------|---------------------------------------|-------------------------------------|--------------------|
| 1. Ondoy (2009) | 5. Labuyo (2013) | 9. Bohol and Cebu Earthquake (2013) | 13. Mario (2014) |
| 2. Sendong (2011) | 6. Maring (2013) | 10. Yolanda (2013) | 14. Ruby (2014) |
| 3. Pedring and Quiel (2012) | 7. Santi (2013) | 11. Agaton (2013) | 15. Seniang (2014) |
| 4. Pablo (2012) | 8. Armed Conflict in Zamboanga (2013) | 12. Glenda (2014) | 16. Lando (2015) |
| | | | 17. Nona (2015) |

C. AVAILMENT PERIOD

Loan Restructuring Program may be availed for one (1) year from April 28, 2016 to April 27, 2017.

D. RESTRUCTURED LOAN AMOUNT AND PAYMENT TERM

The principal and interests of all past due short-term loans of the member-borrower shall be consolidated into one Restructured Loan (RL1) payable either in full or installment payment.

1. Full payment - payable within 30 days from the approval of restructuring application
2. Installment payment - payable in equal monthly amortization over applicable term based on RL1 range below.

RL1 RANGE (Sum of Principal & Interest)	APPLICABLE TERM
* P 2,000.00 to P 18,000.00	12 months
P 18,000.01 to P 36,000.00	24 months
P 36,000.01 to P 54,000.00	36 months
P 54,000.01 to P 72,000.00	48 months
More than P 72,000.00	60 months

* For RL1 amount less than P 2,000.00 preferred term is FULL PAYMENT

However, the member-borrower may elect his preferred payment term but not to exceed five (5) years.

E. INTEREST RATE AND PENALTY

1. For installment term, RL1 shall be subject to interest rate of 3% per annum computed on a diminishing principal balance over the applicable payment term.
2. A penalty of 0.5% per month shall be charged against the amortization due for every month unpaid during the approved term.

F. CONDITIONAL CONDONATION AND INTEREST RATE AFTER TERM EXPIRY

Penalties shall be condoned after full payment of RL1 within its approved term. The balance of RL1 should be zero at the end of the term. Otherwise, the unpaid principal of RL1 and the proportionate balance of condonable penalty shall become part of a new principal under Restructured Loan 2 (RL2) and shall henceforth be charged a 10% interest per annum until fully paid. The unpaid interests and penalties of RL1 shall likewise be transferred to RL2.

G. DUE DATES AND MANNER OF PAYMENT

1. Monthly installment shall be due for payment every 10th day of the month following the amortization month. Amortization shall start on the month immediately following the approval date of the Restructured Loan.

Example: > *Restructured Loan Approval Month: APRIL*
> *1st amortization month: MAY*
> *1st installment amortization is due on JUNE 10*

2. Payment shall be made through any SSS branch with tellering facilities or authorized collection agent of the SSS.

H. OTHER CONDITIONS

1. While the restructured loan is existing or outstanding, the member-borrower cannot avail of other SSS short-term loan programs including Educational Assistance Loan Program.
2. The member-borrower may avail of the SSS short-term loan programs after six (6) months from the date of full payment of the Restructured Loan.
3. The member-borrower cannot avail of any future condonation/restructuring programs of SSS once this restructuring application is approved.
4. During the term of the restructured loan, the member-borrower shall notify the nearest SSS branch his/her updated contact information thru accomplishment of Member Data Change Request (SS Form E4).
5. In case of member-borrower's death, total disability, or retirement, the total loan obligation or any unpaid amount of the loan as well as the interest and penalty thereon, if any, shall be deducted from the final benefits.