

DATE

THE PRESIDENT

AFP Retirement and Separation Benefits System

AFP RSBS Building, 424 Capinpin Avenue

Camp General Emilio Aguinaldo, Quezon City

Attention: MEMBERSHIP RELATED SERVICES DEPARTMENT

Gentlemen:

The undersigned member is now qualified and respectfully applying for the advance refund of my accumulated contribution to AFP RSBS.

*FIRST NAME	*MIDDLE NAME	*LAST NAME	*RANK	*AFP SN	*BR OF SVC
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THIS IS NOT FOR SALE

Attached herewith are the documentation requirements:

- Duly accomplished Loan Application Form.
- Duly accomplished Borrower's Information Sheet with 2x2 size pictures of the Borrower in complete military uniform (breast level showing name plate) and his/ her spouse.
- Original or Authenticated Copy of Retirement Order from the AFP.
- Original or Authenticated Copy of Latest Statement of Service indicating purpose "For RSBS Reference".
- Original or Authenticated Copy of Certificate/Statement of Last Payment.
- Original copy of Latest One-Month Pay slip or Statement of Earnings and Deductions duly signed by the AFP/ Major Service Finance Center.
- Duly signed and notarized Deed of Assignment with authority to deduct signed by the Borrower and his/ her Spouse.
- NSO issued Marriage Contract and CENOMAR with Official Receipt.
- Original and photocopy (back to back) of two (2) valid IDs of the borrower with picture and three (3) specimen signatures of the Borrower and Spouse affixed on the photocopy.

Further request that the check representing the proceeds of my refund be:

- Personally picked-up by the undersigned
- Sent to my mailing address thru registered mail
- Deposited to my Bank Account

Name of Bank/Branch	Account Number
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Very truly yours,

SIGNATURE OVER PRINTED NAME

**IMPORTANT REMINDERS:**

1. ELIGIBILITY TO BORROW SHALL BE TWELVE (12) MONTHS OR LESS BEFORE THE RETIREMENT DATE.
2. PHOTO COPIED DOCUMENTS MUST BE AUTHENTICATED BY ISSUING UNIT.
3. VALID IDENTIFICATION CARD/S SHALL BE PRESENTED UPON FILING.

**VALID IDENTIFICATION CARDS (IDs)**

PRIMARY VALID IDs	SECONDARY VALID IDs		
AFP ACTIVE MILITARY ID	SSS ID	PHILHEALTH ID	PASSPORT
MILITARY DEPENDENT'S ID	GSIS ID	PRC ID	COMELEC ID
	BIR TIN ID	COMPANY ID	IDs issued by any AFP Financial Institution
	LTO DRIVER'S license	HDMF ID	

BEWARE OF FIXERS!!!