



AFP RETIREMENT AND SEPARATION BENEFITS SYSTEM

Discounting of Refund Claims (Advance Refund)

CHECKLIST OF DOCUMENTARY REQUIREMENTS	
1.	• Duly accomplished Loan Application Form .
2.	• Duly accomplished Borrower's Information Sheet with 2x2 pictures of the Borrower in complete military uniform (breast level showing name plate) and his/her Spouse
3.	• Duly signed and notarized Deed of Assignment with Authority to Deduct signed by the Borrower and his/ her Spouse
4.	• Original or Authenticated Copy of Retirement Order .
5.	• Original or Authenticated Copy of Statement of Service (S.O.S.) issued by the Major Service Adjutant indicating the purpose "For RSBS Reference"
6.	• Original or Authenticated Copy of Certificate of Last Payment
7.	• Original or Authenticated Copy of Latest Payslip or Original Statement of Earnings and Deductions for one month duly signed by AFP/ Major Service Finance Center
8.	• Original PSO-Certified Marriage Certificate with Official Receipt.
9.	• Original PSO- Certified copy of Advisory on Marriages (Form 5) or Certificate of No Marriage (Form 4).
10.	<p>• Original and Photocopy (back to back) of two (2) valid IDs with pictures and three (3) specimen signatures of each of the Borrower and his/her spouse affixed on the photocopy. The IDs shall be any two (primary and secondary) of the following:</p> <p>Primary Valid IDs Secondary Valid IDs</p> <p><input type="checkbox"/> AFP Active Military ID <input type="checkbox"/> SSS ID <input type="checkbox"/> PHILHEALTH ID <input type="checkbox"/> Military Dependent's ID</p> <p><input type="checkbox"/> HDMF ID <input type="checkbox"/> GSIS ID</p> <p><input type="checkbox"/> PRC ID <input type="checkbox"/> PASSPORT</p> <p><input type="checkbox"/> BIR TIN ID <input type="checkbox"/> AFPSLAI ID</p> <p><input type="checkbox"/> COMPANY ID <input type="checkbox"/> AFPMBAI ID</p> <p><input type="checkbox"/> COMELEC ID</p> <p><input type="checkbox"/> LTO Driver's License</p> <p>Other Government-issued IDs with signature & photo of the Borrower/Spouse.</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>
11.	• Original PSO-Certified Copy of Death Certificate of Deceased Spouse with OR.
12.	• Original PSO-Certified copy of Birth Certificate with OR (in case of discrepancy in name, birth date, birth place or info. on marriage)
13.	• Original signed & Notarized Affidavit of Discrepancy (for other discrepancies).
14.	• Authorization to Deposit (if check is to be deposited)
15.	• Others:

Photocopied documents must be authenticated by an authorized signatory of issuing AFP unit.