



AFP RETIREMENT AND SEPARATION BENEFITS SYSTEM

Refund Claims (Optional/Compulsory/CDD Retirement)

CHECKLIST OF DOCUMENTARY REQUIREMENTS	
1.	<ul style="list-style-type: none"> • Duly accomplished Application Form
2.	<ul style="list-style-type: none"> • Duly accomplished Member's Information Sheet
3.	<ul style="list-style-type: none"> • Original or Authenticated Copy of Retirement Order issued by the Major Service Adjutant
4.	<ul style="list-style-type: none"> • Original or Authenticated Copy of Statement of Service (S.O.S.) issued by the Major Service Adjutant indicating the purpose "For RSBS Reference"
5.	<ul style="list-style-type: none"> • Original or Authenticated Copy of Certificate of Last Payment
6.	<ul style="list-style-type: none"> • 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
7.	<ul style="list-style-type: none"> • Original and Photocopy (back to back) of two (2) valid IDs with picture and with three specimen signature of claimant affixed on the photocopy. IDs shall be any two (primary and secondary) of the following: <p style="margin-left: 20px;"> Primary Valid IDs Secondary Valid IDs </p> <ul style="list-style-type: none"> <input type="checkbox"/> AFP Retired Military ID <input type="checkbox"/> AFPSLAI ID <input type="checkbox"/> AFP MBAI <input type="checkbox"/> Other AFP FI's ID <input type="checkbox"/> SSS ID <input type="checkbox"/> PHILHEALTH <input type="checkbox"/> HDMF ID <input type="checkbox"/> GSIS ID <input type="checkbox"/> PASSPORT <input type="checkbox"/> BIR TIN ID <input type="checkbox"/> COMPANY ID <input type="checkbox"/> PRC ID <input type="checkbox"/> COMELEC ID <input type="checkbox"/> LTO Driver's License Other Government-issued IDs with signature & photo <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> AFP Active Military ID for CDD
8.	<ul style="list-style-type: none"> • 2X2 picture of claimant
	<ul style="list-style-type: none"> • Original PSO-Certified Birth Certificate with OR (in case of discrepancy in name, birth date, or birth place)
	<ul style="list-style-type: none"> • Original signed & Notarized Affidavit of Discrepancy (for other discrepancies)
	<ul style="list-style-type: none"> • Original or Authenticated Copy of Amendment to the Retirement Order or Corrected S.O.S. (as may be needed)
	<ul style="list-style-type: none"> • Photocopy of LBP ATM card & Authorization to Deposit Check (if check is to be deposited)
	<ul style="list-style-type: none"> • Others: