



## AFP RETIREMENT AND SEPARATION BENEFITS SYSTEM

### Requirements for Discharged/ Reverted/ Resigned/Separated Personnel

A.	<b>CHECKLIST OF DOCUMENTARY REQUIREMENTS</b>		
1.	<ul style="list-style-type: none"> <li>• Duly accomplished Application Form (Form 1)</li> </ul>		
2.	<ul style="list-style-type: none"> <li>• Duly accomplished Member's Information Sheet (Form 2) with one 2X2 picture of member / claimant</li> </ul>		
3.	<ul style="list-style-type: none"> <li>• Original or Authenticated Copy of Discharged/Separation Order issued by the Major Service Adjutant -request from HPA/HPN/HPAF/ or GHQ (kukunin sa HPA/HPN/HPAF/ or GHQ)</li> </ul>		
4.	<ul style="list-style-type: none"> <li>• Original or Authenticated Copy of Statement of Service (S.O.S.) issued by the Major Service Adjutant indicating the purpose "For RSBS Reference" -request from HPA/HPN/HPAF or GHQ (kukunin sa HPA/HPN/HPAF/ or GHQ)</li> </ul>		
5.	<ul style="list-style-type: none"> <li>• Original or Authenticated Copy of Certificate of Last Payment or Original Certification of Remittance list of RSBS Contributions from Major Service <b>Finance Center</b> - request from HPA/HPN/HPAF or GHQ Finance (kukunin sa HPA/HPN/HPAF or sa GHQ Finance)</li> </ul>		
6.	<ul style="list-style-type: none"> <li>• Photocopy (back to back) of two (2) valid IDs with picture, one of which should be issued preferably by any AFP Financial Institution and with three (3) specimen signatures of claimant affixed on the photocopy. IDs shall be any two of the following secondary Valid ID's:</li> </ul> <table border="0" style="width: 100%; margin-left: 20px;"> <tr> <td style="vertical-align: top;"> <p><b><u>Primary Valid IDs</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AFP Active Military ID</li> </ul> </td> <td style="vertical-align: top;"> <p><b><u>Secondary Valid IDs</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AFPSLAI ID    <input type="checkbox"/> AFP MBAI</li> <li><input type="checkbox"/> Other AFP FI's ID</li> <li><input type="checkbox"/> SSS ID        <input type="checkbox"/> PHILHEALTH</li> <li><input type="checkbox"/> HDMF ID      <input type="checkbox"/> GSIS ID</li> <li><input type="checkbox"/> PASSPORT    <input type="checkbox"/> BIR TIN ID</li> <li><input type="checkbox"/> COMPANY ID   <input type="checkbox"/> PRC ID</li> <li><input type="checkbox"/> COMELEC ID</li> <li><input type="checkbox"/> LTO Driver's License</li> <li>Other Government-issued IDs with signature &amp; photo</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul> </td> </tr> </table>	<p><b><u>Primary Valid IDs</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AFP Active Military ID</li> </ul>	<p><b><u>Secondary Valid IDs</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> AFPSLAI ID    <input type="checkbox"/> AFP MBAI</li> <li><input type="checkbox"/> Other AFP FI's ID</li> <li><input type="checkbox"/> SSS ID        <input type="checkbox"/> PHILHEALTH</li> <li><input type="checkbox"/> HDMF ID      <input type="checkbox"/> GSIS ID</li> <li><input type="checkbox"/> PASSPORT    <input type="checkbox"/> BIR TIN ID</li> <li><input type="checkbox"/> COMPANY ID   <input type="checkbox"/> PRC ID</li> <li><input type="checkbox"/> COMELEC ID</li> <li><input type="checkbox"/> LTO Driver's License</li> <li>Other Government-issued IDs with signature &amp; photo</li> <li><input type="checkbox"/> _____</li> <li><input type="checkbox"/> _____</li> </ul>
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7.	<ul style="list-style-type: none"> <li>• Copy of Summary of Information (SOI) or Copy of Birth Certificate with OR from PSA</li> </ul>		
	<p><b>Additional Requirements : (as needed) <i>Kung kinakailangan</i></b></p>		
1.	<ul style="list-style-type: none"> <li>• Authorization Letter to Deposit Check, Photocopy of ATM card, and Deposit fee - Please comply only if you prefer the claim to be deposited to your bank account. There is a fee if the bank is outside <b>NCR</b> and not <b>Landbank</b>. <b>(Icomply kung nais na "for deposit" ang cheke, may kaukulang service fee lamang kung nasa labas ng NCR ang banko at hindi Landbank)</b></li> </ul>		
2.	<ul style="list-style-type: none"> <li>• Original PSA Certified Birth Certificate with OR <b>(in case of discrepancy in name, birth date, or birth place) –kung may mali sa mga spelling, date or info sa mga military documents</b></li> </ul>		
3.	<ul style="list-style-type: none"> <li>• Original signed &amp; Notarized Affidavit of Discrepancy <b>(for other discrepancies)</b></li> </ul>		
4.	<ul style="list-style-type: none"> <li>• Original or Authenticated Copy of Amendment to the Retirement Order or Corrected S.O.S. <b>(as needed)</b></li> </ul>		
5.	<ul style="list-style-type: none"> <li>• 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 <b>(as needed)</b></li> </ul>		
	<ul style="list-style-type: none"> <li>• Others:</li> </ul>		
	<ul style="list-style-type: none"> <li>• <b>Note: Only one copy is required for each requirement (Isang kopya lamang po ang kailangan para sa bawat dokumento)</b></li> </ul>		