



AFP RETIREMENT AND SEPARATION BENEFITS SYSTEM

Requirements For Unposted Members' Contribution (UMC) Claim (Active, Retired and Discharged/Resigned/Separated)

A.	CHECKLIST OF DOCUMENTARY REQUIREMENTS
	Please verify with RSBS first to check if you still have any remaining unclaimed or unposted contributions
	If verified with UMC, please submit the following:
1	<ul style="list-style-type: none">• Original Certification of Remittance list of RSBS Contributions issued by HPA/HPN/HPAF/GHQ-AFP Finance Center - In case you cannot obtain the Certification from the Finance Center, RSBS will coordinate with the Finance Center to secure a copy of your Certification.
2	<ul style="list-style-type: none">• Please confirm your mode of claim of refund of contributions:<ul style="list-style-type: none"><input type="checkbox"/> Check For Personal Pick-up<input type="checkbox"/> Check For Deposit to Payroll Account (Active)<input type="checkbox"/> Check For Deposit to Regular/Personal Account<input type="checkbox"/> Check For Pick-up thru Authorized Representative with Special Power of Attorney (SPA)
3	<ul style="list-style-type: none">• Please provide your updated Contact number
	Additional Requirements : (as needed) <i>Kung kinakailangan</i>
	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 NCR and not Landbank . (Icomply kung nais na "for deposit" ang cheke, may kaukulang service fee lamang kung nasa labas ng NCR ang banko at hindi Landbank)