

List of Requirements

1. **Submit only one (1) copy of the duly accomplished application form with the following documents:**
 - **Photocopy of two (2) valid ID cards with clear picture and signature (SSS, Driver's License or any gov't. issued ID's, Company). Also, please have your three (3) specimen signatures across the side of your submitted photocopy of valid IDs.**
2. **Submit this form to your present employer for approval. Erasures, if any, should be countersigned by the authorizing officer of the school.**

Terms and Conditions

1. **Borrower Eligibility** - A member-employee is qualified to avail the loan subject to the following conditions:
 - Must be currently employed by a PERAA Fund participating institution (PI) and regularly contributing to the Fund.
 - Must have paid at least twelve (12) monthly contributions.
 - Member who has not been disqualified as a result of filing a fraudulent loan application with PERAA Fund.
2. **Amount of Loan** – The maximum amount of loan for each qualified member is 75% of employee's personal AV at the time of the application or depending on the amount approved by the authorized signatory of the PI.
3. **Term of Loan** - The loan can be paid in 12 or 24 equal monthly payments for loan amount P50,000.00 and below. For loan P50,001.00 up to P200,000.00 can be paid in 12, 24, or 36 equal monthly payments. For loan above P200,000.00 can be paid in 12, 24, 36, 48, or 60 equal monthly payments upon the option of the borrower, subject to the provision pertaining to the monthly paying capacity of the borrower as determined by the PI.
4. **Charges/Penalties**
 - Service charge is 1.5% of the amount of loan.
 - Penalty is equivalent to 1/10 of 1% of any unpaid monthly amortization for each day of delay.
5. **Interest Rate**
 - The interest rate at the time the application was approved is the applicable rate throughout the period of the loan.
 - The interest rate may change subject to the approval by the PERAA Board of Trustees.
6. **Loan Pre-termination** – The borrower may pay in full the outstanding balance of his/her loan. MPL balance is computed based on the discounted total of the unpaid monthly amortization.
7. **Loan Payments** - The loan shall be paid in equal monthly payments through salary deductions. Monthly payment starts one (1) month after the check has been released to the borrower (e.g.: date released: **April, first amortization due: May**).
 - In case of separation-from-service from the present employer, the loan balance including accrued interests and penalties shall become immediately due. Proceeds from the borrower's personal accumulated value shall be applied to the outstanding loan and any unpaid balance shall be paid in full by the borrower.
 - All loans under P50,000.00 and below will be evaluated three (3) months after the maturity date. Any unsettled or unpaid amortizations including penalty will be automatically deducted from the accumulated value of the borrower. The borrower will be suspended for a period of one (1) year.
 - All loans above P50,000.00 will be evaluated one (1) year after the loan was availed and every year thereafter. If half of the amortizations due remain unsettled or unpaid then the total loan balance including penalties will be automatically deducted from the employee's share of the borrower. The borrower will then be suspended from the program for a period of one (1) year.
8. **Loan Renewal** - A borrower may renew his Multi-Purpose Loan upon payment of at least six (6) months of amortization. The outstanding balance, together with any accrued interests, penalties and charges, shall be deducted from the proceeds of the new loan.
9. All checks are for deposit to the account of the borrower.
10. **Others** - Member can apply for only one (1) type of loan.

PRINT THIS FORM BACK TO BACK ON ONE SINGLE SHEET OF PAPER. TYPE OR PRINT ENTRIES

Note: To avoid delay in the processing of your loan, please make sure that the last payment of your previous loan is already remitted to the PERAA Fund.