



# Private Education Retirement Annuity Association CHANGE OR ADDITION FORM

Pls. PRINT DATA/ READ INSTRUCTIONS (back)

MEMBER'S ID NUMBER

SURNAME	GIVEN NAME	MIDDLE NAME	DATE OF BIRTH					
			M	M	D	D	Y	Y

ADDRESS (No. & Street, City/Town & Province)	POSTAL CODE
--	-------------

1. CORRECTION OF NAME:

**FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

2. CORRECTION OF DATE OF BIRTH:

**FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

3. CHANGE OF CIVIL STATUS:

MARRIED  WIDOWED  ANNULLED

*To be filled up by women only:*

**MAIDEN NAME:** \_\_\_\_\_

**MARRIED NAME:** \_\_\_\_\_

4. NEW/ADDITIONAL BENEFICIARY(ies):

NAME	RELATIONSHIP	DATE OF BIRTH	Primary/Contingent
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

5. CHANGE OF BENEFICIARY(ies):

FROM	TO	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

6. OTHERS \_\_\_\_\_

In case of minor beneficiaries (ages below 18), please assign a guardian who should be over 18 years of age. ▶ Name of Guardian \_\_\_\_\_  
 Relationship to minor \_\_\_\_\_

WE CERTIFY THAT THE ABOVE INFORMATION ARE TRUE:

_____	_____
Member's Signature Over Printed Name	School's Authorized Signatory Over Printed Name
_____	_____
Date Accomplished	Position

Name/Address of School:	<b>FOR PERAA USE</b>
	DATE RECEIVED: _____
	BY: _____

## INSTRUCTIONS

1. Accomplish this form in duplicate
2. Use this form in reporting correction(s), change(s), addition(s), in connection with date of birth, beneficiaries, civil status or name you previously reported in your PERAA Member's Record (MR).
3. Please have this form certified correct by the school's authorized signatory.
4. You may replace/remove an irrevocable beneficiary(ies) by attaching a letter of consent from the said irrevocable beneficiary consenting to the change of your designation.
5. Please fill in this form correctly to avoid delay in processing and send to:



**Private Education Retirement Annuity Association**

Attn.: Member Services & Information Department

16th Floor Multinational Bancorporation Centre  
6805 Ayala Avenue, Salcedo Village, Makati City

P.O. Box 1785 MCPO, Makati City

Tel. No. 817-4531 • Fax No. 818-7921 • E-mail: [peraa@peraa.org](mailto:peraa@peraa.org)