

## LETTER OF AUTHORIZATION

Loan Application No. \_\_\_\_\_

Date \_\_\_\_\_

### TO: FINANCE/DISBURSING OFFICER/CASHIER/TREASURER

I hereby authorize the AFP/PNP/BFP/BJMP/PCG Finance/Disbursing/Treasurer's Office/Finance Center/Service or any branch/subdivision or instrumentality of the government or any other office to which I may be detailed, assigned or appointed to deduct and/or withhold from my salary/retirement benefits/commutation of leave credits/pension beginning \_\_\_\_\_, 20\_\_\_\_ the amount of \_\_\_\_\_ (P\_\_\_\_), itemized as follows:

\_\_\_\_\_ Regular monthly amortization/Installment/Interest for Pre-REML/REML/REHL for \_\_\_\_ years  
\_\_\_\_\_ Monthly Premium for Mortgage/Sales Redemption Insurance (MRI/SRI)  
\_\_\_\_\_ Monthly Premium for Fire Insurance (FI)  
\_\_\_\_\_ TOTAL

For the Real Estate Account  
Mutual Homes \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_

for the payment of my instalments/loan amortizations until full settlement thereof with the ARMED FORCES AND POLICE MUTUAL BENEFIT ASSOCIATION, INC. (AFPMBAI). I further authorize AFPMBAI to access my personal information under my Unit/Office electronic payroll system.

I have the obligation to ensure that the deductions are made from my salary/pension and promptly remitted to AFPMBAI when and as they become due. If, for whatever reason, no deduction has yet been effected, or the amount thereof is insufficient to cover my monthly obligation, I shall pay over-the-counter the instalments/amortizations as they fall due.

In case of dismissal, resignation, separation, voluntary or compulsory retirement or termination from the service for whatever cause, I, as the borrower, shall pay the outstanding remaining balance, including interests, costs, fines, fees, penalties, and other charges to AFPMBAI from any and all pay, retirement benefit, and any other benefit due me or my legal heirs for my untimely death. I hereby expressly waive all my rights under Section 13 Rule 39 of the Rules of Court, Republic Act Nos. 138 (Pay Status of AFP), 6975 (PNP Law), 2310 (AFP Retirement Benefits), 4917 (Retirement Benefits of Employees of Private Firms), 9510 (Credit Information System), 10173 (Data Privacy), and to any and all statutory provisions relating to the confidentiality of information.

I fully understand that the loan obligation is a contract between the AFPMBAI and the undersigned borrower and thus, hereby assume all the obligation that may arise thereof and hereby understand that the Finance Service/Disbursing Office/Finance Center not privy to the contract of loan executed with the AFPMBAI but is merely authorized pursuant to GAA to deduct loan obligation/s from the salaries of AFP/PNP/BFP/BJMP/PCG employees.

This authority shall be in force and remain irrevocable until my loan is fully paid. In this connection, I am obliged to notify the AFPMBAI immediately of any change in my station or office and I further agree to incorporate the foregoing terms and/or conditions as part of our Contract To Sell or Mortgage Contract.

#### THUMBMARKS

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Rank	Borrower's Family Name/First Name/Middle Name (Signature above printed name)	SN	Br of Svc
Unit Assignment		Landline/Mobile Nos.	
Email Address		TIN	

With my consent:

Spouse

PhilSys No. (PSN) / Gov. ID

SUBSCRIBED AND SWORN to before me, this \_\_\_\_\_ at \_\_\_\_\_, Philippines.  
Witness my Hand and Seal.

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

### 1<sup>st</sup> Endorsement

Respectfully forwarded to Head, Finance Division of Armed Forces and Police Mutual Benefit Association, Inc. (AFPMBAI), with the information that the deduction authorized in the basic communication has been marked and certified from the take home pay of \_\_\_\_\_ and that the monthly deduction of ₱ \_\_\_\_\_ from the payroll will be made by this Office effective the month after the date of this endorsement. The deduction will be effected regularly and will be remitted to AFPMBAI within thirty (30) days from payroll date.

FINANCE/DISBURSING OFFICER/CASHIER/TREASURER