



# GSIS COMPUTER LOAN APPLICATION FORM

Form No. 10012020-GCL-REV 0

IMPORTANT: Proceeds of this loan will be credited to the eCard account of the borrower. Prior to the filing of the accomplished application form, the borrower must read thoroughly the terms and conditions below.

**TO BE FILLED UP BY THE APPLICANT**

<b>Name of Applicant</b>			<b>Birth Date (mm/dd/yyyy)</b>	
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>		
<b>GSIS ID No. (any of the ID No. below may be provided)</b>				
<b>BP No.</b>	<b>E-Card/UMID Card No.</b>		<b>E-Card/UMID Bank Account No.</b>	
<b>Mailing/Residential Address</b>				
<i>No.</i>	<i>Street</i>	<i>Brgy/District</i>	<i>Municipality/City</i>	<i>Zip Code</i>
<b>Landline Phone No.</b>		<b>Mobile Phone No.</b>		<b>Email Address</b>
<b>Present Office/Present Office Address</b>				
<b>Name of AAO</b>			<b>Mobile No.</b>	
<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>		

**TERMS AND CONDITIONS**

- Loanable Amount:** Qualified GSIS Computer Loan borrowers shall be allowed a loan amount of Thirty Thousand Pesos (Php30,000).
- Qualified Loan Borrower:** An active GSIS members shall be qualified to avail of the GSIS Computer Loan (GCL) provided that:
  - The member-borrower's premium payments are updated in the last three (3) months prior to the application;
  - The member-borrower is in active service and not on leave of absence without pay;
  - The member-borrower has no GFAL arrearages;
  - The member-borrower has no pending administrative case and/or criminal charge;
  - The member-borrower's agency is not classified by GSIS as "suspended";
  - The member-borrower has no outstanding GSIS loan that is due and demandable except housing loans; and
  - The member-borrower has a resulting monthly net take-home pay of not lower than the amount required under the General Appropriations Act, after all the required monthly obligations, including the GCL amortization, have been deducted; and
  - The member-borrower is a permanent employee
- Repayment Term:** The loan repayment shall be made over three (3) years in thirty-six (36) equal monthly installments.
- Payment Mechanism:** The monthly amortization shall be paid through payroll deduction. It is understood that the deduction shall not be stopped until the loan is fully paid. In the following instances, however, the borrower shall directly remit to the GSIS the loan instalment as they fall due:
  - The name of a member-borrower is excluded from the monthly collection list for reasons other than retirement, separation, permanent disability, or death;
  - The member-borrower is on secondment, on study leave without pay, or extended leave without pay;
  - The monthly amortization is not deducted and/or remitted by the agency for any reason aside from item 4(b) above or item 10 below; or
  - The loan amortization deducted from the payroll is not sufficient to cover the full amount due.

The member-borrower whose loan is paid through payroll deduction shall observe all necessary measures to ensure the deduction as well as the proper and timely remittance of the correct monthly amortization to the GSIS by the concerned agency.

- Interest Rate and Monthly Amortization:** The annual interest rate shall be six percent (6%) computed in advance, with an annual effective rate of 11.6631%, computed as follows:

Particulars	
<b>Loan Amount (Loan)</b>	P 30,000.00
<b>Interest Rate (Interest)</b>	6%
<b>Term of Loan (Term)</b>	3 years
<b>Amount of Interest (Loan x Interest x Term)</b>	P 5,400.00
<b>Total Loan Amount (Loan + Amount of Interest)</b>	P 35,400.00
<b>Monthly Amortization (Total Loan Amount / 36 months)</b>	P 983.33

- Due Date of Monthly Amortizations:** If the loan was granted on or before the 23<sup>rd</sup> day of the month, the First Due Date (FDD) of the monthly amortization shall be the 10<sup>th</sup> day of the month immediately following the granting of the loan. Otherwise, it shall be the second calendar month if the loan was approved after the 23<sup>rd</sup> day of the month. Thereafter, the monthly amortization shall be due every 10<sup>th</sup> day of the succeeding months until fully paid.

Illustration 1:

<b>Date of Loan Approval</b>	August 10, 2020
<b>First Due Month</b>	September 2020
<b>Date of remittance of the 1<sup>st</sup> Monthly Amortization</b>	On or before October 10, 2020
<b>Due Date for the remittance of the remaining 35 Monthly Amortizations</b>	Every 10 <sup>th</sup> of the month thereafter until September 10, 2023

Illustration 2:

<b>Date Loan Approved</b>	August 25, 2020
<b>First Due Month</b>	October 2020
<b>Date of remittance of the 1<sup>st</sup> Monthly Amortization</b>	On or before November 10, 2020
<b>Due Date for the remittance of the remaining 35 Monthly Amortizations</b>	Every 10 <sup>th</sup> of the month thereafter until October 10, 2023

- Loan Redemption Insurance and its Collection:** A Loan Redemption Insurance (LRI) of 1.2% of the gross loan amount shall be deducted from the proceeds of the loan. If the member dies during the term of the loan and the loan is not in default, the loan shall be deemed fully paid by virtue of the LRI coverage. The LRI is automatically terminated when the active member pays the loan in full or upon expiration of the term of the loan, whichever comes first.
- Penalty for Arrearages:** An account is considered in arrears if:
  - There is payment for monthly instalment but the remittance of said payment is delayed;
  - The actual amount paid for the month is less than the amount due for the same month; or
  - There is no payment made for the month.

It shall incur a penalty at the rate of 1% per month, compounded monthly, until the arrears are paid.

9. **Loan Pre-Termination:** The member-borrower may pre-pay the loan anytime during its term without penalty by paying off the remaining outstanding principal and any unpaid interest up to the time of termination.
10. **Loan Cancellation:** Borrowers shall be allowed to cancel the loan agreement within a period of thirty (30) calendar days from the date of loan granting. In cases of cancellation of the loan upon the behest of the borrower, the principal amount (of the face value in the loan contract), plus the pro-rata interest covering the days from loan granting up to the actual cancellation of the loan, shall be paid in full.
11. **Maturity of the Loan:** The loan shall mature at the end of the payment term of thirty-six (36) months or upon retirement, subject to existing policies and guidelines on Choice of Loan Amortization Schedule for Pensioners (CLASP), separation, permanent disability or death of the borrower, whichever comes first. In which case, the entire principal amount of the loan including all interest and other charges payable, shall be due and payable without need of demand or further notice.  
  
In the event of death of the member-borrower during the term of the loan and the account is not in default, the insurance proceeds from the member's LRI benefits shall be applied as payment to the current outstanding balance of the loan.
12. **Policy on Default:** An account is considered in default when the total unpaid obligation is equivalent to more than six (6) monthly amortizations. In the event of default, the outstanding balance of the loan becomes due and demandable without need of demand. In case of failure to pay the outstanding balance declared in default, the outstanding balance shall be charged with an interest equivalent to 12% per annum compounded monthly (p.a.c.m.) and a penalty of 6% p.a.c.m., from the date of default until the date of full payment.
13. **Application of Payment:** Every payment shall be initially applied to the amount due, following this order of priority:
  - a. Penalty, if any,
  - b. Interest
  - c. Principal
 The "move-up" policy shall also be adopted wherein the payments are first applied to the earliest unpaid month until the month's full amount due has been fully collected.
14. **Authority to Apply Payment:** If this loan remains wholly or partially unpaid during its designated maturity date, the GSIS is authorized to collect, deduct or withhold from whatever benefits that may be due the borrower, his/her heirs, beneficiaries, assignees or successors-in-interest, the amount equivalent to the outstanding balance of this loan, including the interest, penalties and surcharges. Such authorization shall remain effective until full payment of the loan or any other outstanding obligation of the borrower to the GSIS. It is expressly understood that any unpaid balance or outstanding obligation of the borrower to the GSIS, by virtue of this loan and/or other obligation, shall constitute a lien over any benefits/claims that may be due the borrower. Should such benefits/claims from the GSIS be insufficient to cover the remaining balance, GSIS shall not be prevented from filing the necessary civil and administrative action(s) for recovery either against the borrower or his/her estate.
15. **CLASP:** Effective June 1, 2011, retiring GSIS members who opt for a retirement scheme with an immediate pension benefit as provided under RA 660, PD 1146 and RA 8291 may avail of the Choice of Loan Amortization Schedule for Pensioners (CLASP) where the member-retiree may choose to settle their outstanding balance of the loan in whole (100%) or a percentage thereof (75%, 50% or 25%) which shall be deducted from their retirement proceeds. For those who choose to pay a percentage of the outstanding balance of the loan (75%, 50% or 25%), the remaining unpaid balance shall be restructured as a loan with a rate of 10% per annum compounded annually, payable over a maximum period of three (3) years.
16. **Recovery of amount/s credited in the eCard:** GSIS shall have the right to recover by any legal means, any amount in the UMID/eCard account credited thereon by the GSIS due to fraud, misrepresentation or error on account of any transaction which the member-borrower may have with the GSIS.
17. **Attorney's Fees:** Should the GSIS be compelled to refer the Loan or any portion thereof to an Attorney-at-Law for collection or to enforce any right hereunder against the Member-Borrower or avail of any remedy under the law or this Agreement, the Member-Borrower shall pay an amount equivalent to twenty five (25%) per cent of all amounts outstanding and unpaid as and for attorney's fees and litigation expenses.
18. **Venue:** Any legal action, suit, or proceeding arising out or relating to this Agreement, shall be brought or instituted in the appropriate courts in the City of Pasay or such other venue at the exclusive option of GSIS. In the event the borrower initiates any legal action arising from or under this agreement, for whatever causes, the member-borrower agrees to initiate such action only in the City where the principal office of GSIS is located.
19. **Transfer/Change of Office:** The borrower shall immediately notify the GSIS in case the borrower transfers to any government office/agency. This application shall be a sufficient authority for GSIS to effect collection through salary deduction from the new office/agency.
20. **Notices:** All notices required under this Agreement or for its enforcement shall be sent to the Office Address indicated in the Personal Data portion of this loan application. The notices sent to the said office address shall be valid and shall serve as sufficient notice to the Member-Borrower for all legal intents and purposes.

I, \_\_\_\_\_, (complete name of borrower) confirm that I have read and fully understood the foregoing **GSIS COMPUTER LOAN** Terms and Conditions and undertake to comply with them. I hereby authorize the GSIS, through my employer (government agency), to deduct from my terminal leave benefits any remaining outstanding loan obligations I may have with the GSIS upon my separation or retirement. I understand that the remittance thereof by my employer to the GSIS shall first be undertaken before the issuance of a GSIS clearance for the release of my remaining terminal leave benefits, if any.

Furthermore, I commit that the proceeds of this loan is for the sole purpose of purchasing a computer (desktop/laptop) unit which shall be used primarily to fulfill my Work-from-Home duties with my Agency and/or the online education/personal development of my family or my person.

I confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of Republic Act (R.A.) No. 10173, otherwise known as the Data Privacy Act, and consent to the manner of collection, use, access, disclosure and processing of my personal and sensitive personal data by the GSIS.

Finally, pursuant to R.A. No. 9510, otherwise known as the "Credit Information System Act", and its Implementing Rules and Regulations IRR, I hereby acknowledge and consent to: 1) the regular submission and disclosure of my basic credit data and updates thereon to the Credit Information Corporation (CIC); and 2) the sharing of my basic credit data with lenders authorized by the CIC, and credit reporting agencies and outsourced entities duly accredited by the CIC, subject to the provisions of R.A. No. 9510, its IRR and other relevant laws and regulations.

\_\_\_\_\_  
SIGNATURE OF MEMBER-BORROWER

\_\_\_\_\_  
TIN

\_\_\_\_\_  
DATE SIGNED

**TO BE FILLED UP BY THE AAO**

This is to certify that the member-borrower indicated above:

1. Is in active service with our agency;
2. Has no pending administrative case and/or criminal charge;
3. Has provided information that is true and correct based on the records of our agency;
4. Is not on leave of absence without pay; and
5. Has a net take home pay sufficient to cover the regular monthly amortization due for this loan amount applied for after all the required monthly obligations have been deducted

Furthermore, the monthly amortization shall be deducted from the member-borrower's monthly salary and that in case of separation from service of the member-borrower, clearance shall first be obtained from the GSIS before any document and/or final payment of benefits shall be released in favor of the member-borrower.

\_\_\_\_\_  
SIGNATURE OVER PRINTED NAME OF AAO

\_\_\_\_\_  
AAO'S BP NO.

\_\_\_\_\_  
DATE SIGNED

**GOVERNMENT SERVICE INSURANCE SYSTEM**  
 COMPUTER LOAN PROGRAM  
 10012020-GCL-TC-REV 0

**BP Number** \_\_\_\_\_ **Name** \_\_\_\_\_

**Agency Name** \_\_\_\_\_

<b>Loan Amount</b>	30,000.00	<b>Gross Loan Amount</b>	30,000.00
<b>Interest Rate</b>	6%	<b>Less: Advance Interest</b>	359.61
<b>Term (months)</b>	36	<b>Less: Advance RI</b>	360.00
<b>RI Rate</b>	0.012	<b>Net Proceeds</b>	<b>29,280.39</b>

<b>Monthly Amortization</b>	<b>983.33</b>
<b>Monthly Effective Interest</b>	0.9235%
<b>Annual Effective Interest</b>	11.6631%

**CONFORME**

I acknowledge and agree to the above tentative computation including its deductions. I further agree that the net proceeds may change as the advance interest that will be deducted from the loan is proportionately computed as of date of granting.

\_\_\_\_\_  
**Signature Over Printed Name**

\_\_\_\_\_  
**Date**