

CHECKLIST OF REQUIREMENTS		HQP-PFF-049 (V11, 04/2025)
MEMBER	FILING THROUGH A REPRESENTATIVE	
A. <u>Change of Membership Category</u> ▪ Member's Change of Information Form (MCIF, HQP-PFF-049) (1 Original) ▪ Valid ID acceptable to the Fund (1 Photocopy) B. <u>Change/Correction of Name</u> ▪ For Change in name due to Marriage - MCIF (1 Original) - Marriage Certificate issued by Philippine Statistics Authority (PSA)/National Statistics Office (NSO) or Local Civil Registry Office (LCRO) (1 Photocopy) - Valid ID acceptable to the Fund (1 Photocopy) ▪ For Change in name (for reason other than Marriage) <u>Basic Requirements:</u> - MCIF (1 Original) - Valid ID acceptable to the Fund (1 Photocopy) <u>Additional Requirements (as applicable):</u> - Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy) - Court Order granting petition of change of name issued by Second Level Regional Trial Court (1 Photocopy) C. <u>Correction of Date of Birth</u> ▪ MCIF (1 Original) ▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy) ▪ Valid ID acceptable to the Fund (1 Photocopy) D. <u>Change of Marital Status</u> ▪ For Single to Married - MCIF (1 Original) - Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy) - Valid ID acceptable to the Fund (1 Photocopy) ▪ For Married to Legally Separated (if legally separated with previously reported spouse) - MCIF (1 Original) - Decree of Legal Separation (1 Photocopy) - Valid ID acceptable to the Fund (1 Photocopy) ▪ For Married to Annulled <u>Basic Requirements:</u> - MCIF (1 Original) - Valid ID acceptable to the Fund (1 Photocopy) <u>Additional Requirements (as applicable):</u> - Certificate of Finality of Annulment/Nullity or annotated Marriage Certificate, (if due to annulled or void marriage with previously reported spouse) (1 Photocopy) - Certificate of Divorce (OCRG Form No. 102) (if due to the divorce of Muslim member with previously reported spouse) (1 Photocopy) ▪ For Married to Single (due to erroneous encoding) - MCIF (1 Original) - Certificate of No Marriage (CENOMAR) issued by PSA/NSO (1 Photocopy) - Valid ID acceptable to the Fund (1 Photocopy) ▪ For Married to Widowed - MCIF (1 Original) - Death Certificate of the deceased spouse issued by PSA/NSO or LCRO (1 Photocopy) - Valid ID acceptable to the Fund (1 Photocopy) E. <u>Change of Address/Contact Details</u> ▪ MCIF (1 Original) ▪ Valid ID acceptable to the Fund (1 Photocopy) F. <u>Change of Employment Details</u> ▪ MCIF (1 Original) ▪ Valid ID acceptable to the Fund (1 Photocopy) G. <u>Updating of Heirs</u> ▪ MCIF (1 Original) ▪ Valid ID acceptable to the Fund (1 Photocopy) H. <u>Correction of Place of Birth/Mother's Maiden Name/Sex (Due to erroneous encoding)</u> ▪ MCIF (1 Original) ▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy) ▪ Valid ID acceptable to the Fund (1 Photocopy)	A. <u>Change of Membership Category</u> ▪ Member's Change of Information Form (MCIF) (1 Original) ▪ Valid IDs of both parties (1 Photocopy) ▪ Authorization Letter (1 Original) B. <u>Change/Correction of Name</u> ▪ For Change in name due to Marriage - MCIF (1 Original) - Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy) - Valid IDs of both parties (1 Photocopy) - Authorization Letter (1 Original) ▪ For Change in name (for reason other than Marriage) <u>Basic Requirements:</u> - MCIF (1 Original) - Valid IDs of both parties (1 Photocopy) - Authorization Letter (1 Original) <u>Additional Requirements (as applicable):</u> - Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy) - Court Order granting petition of change of name issued by Second Level Regional Trial Court (1 Photocopy) C. <u>Correction of Date of Birth</u> ▪ MCIF (1 Original) ▪ Birth Certificate issued by PSA/NSO or LCRO (1 Photocopy) ▪ Valid IDs of both parties (1 Photocopy) ▪ Authorization Letter (1 Original) D. <u>Change of Marital Status</u> ▪ For Single to Married - MCIF (1 Original) - Marriage Certificate issued by PSA/NSO or LCRO (1 Photocopy) - Valid IDs of both parties (1 Photocopy) - Authorization Letter (1 Original) ▪ For Married to Legally Separated (if legally separated with previously reported spouse) - MCIF (1 Original) - Decree of Legal Separation (1 Photocopy) - 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NOTES: 1. In all instances wherein photocopies are submitted, the original or certified true copy must be presented for authentication. 2. For documents (e.g. Birth Certificate, Marriage Certificate, Death Certificate, etc.) issued abroad the following shall be observed: a. If the issuing country is a member of The Hague Apostille Convention, the documents must be apostillized by the concerned apostillization authority/officer. b. If not, the said document/s should be duly certified by the Philippine Consulate General/Philippine Embassy in the country where the document was issued.		