MEMBER’S CHANGE OF INFORMATION FORM (MCIF)

INSTRUCTIONS: PLEASE READ LIST OF SUPPORTING DOCUMENTS AT THE BACK. ACCOMPLISH AND SUBMIT THIS FORM IN ONE (1) COPY. PRINT ALL ENTRIES IN BLOCK OR CAPITAL LETTERS.

CHECK THE APPROPRIATE BOX AND ACCOMPLISH ONLY THE APPLICABLE PORTION/S TO BE CHANGED/UPDATED

- Correction of Name
- Correction of Date of Birth
- Change of Marital Status
- Others (please specify) ___________________________________

<table>
<thead>
<tr>
<th>LAST NAME</th>
<th>FIRST NAME</th>
<th>NAME EXTENSION (e.g., Jr., II)</th>
<th>MIDDLE NAME</th>
</tr>
</thead>
<tbody>
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</table>

CORRECTION OF NAME (Last Name, First Name, Name Extension, Middle Name)

FROM

TO

CORRECTION OF DATE OF BIRTH

FROM

TO

CHANGE OF MARITAL STATUS

FROM

TO

OTHERS (please specify)

FROM

TO

UPDATING OF HEIRS (Please use separate sheet, if necessary)

LAST NAME | FIRST NAME | NAME EXTENSION (e.g., Jr., II) | MIDDLE NAME | NO MIDDLE NAME (check if applicable only) | RELATIONSHIP | ADDITION | DELETION |
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</tbody>
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CHANGE OF ADDRESS/CONTACT DETAILS (Please accomplish portions to be changed only)

PRESENT ADDRESS

Unit/Room No., Floor Bldg. Name Lot No. Block No. Phase No. House No. Street Name Subdivision

Barangay Municipality/City Province/State/Country (if abroad) ZIP Code

CONTACT DETAILS

(Country+Area Code) Telephone Number

Home

Cellphone

Business (Direct Line)

Business (Trunkline)

Email Address

PERMANENT ADDRESS

Unit/Room No., Floor Bldg. Name Lot No. Block No. Phase No. House No. Street Name Subdivision

Barangay Municipality/City Province/State/Country (if abroad) ZIP Code

PREFERRED MAILING ADDRESS

- Present Address
- Permanent Address
- Employer/Business Address

CHANGE OF EMPLOYMENT DETAILS

EMPLOYER/BUSINESS NAME

EMPLOYER/BUSINESS ADDRESS

Unit/Room No., Floor Building Name Lot No. Block No. Phase No. House No.

Street Name Subdivision Barangay Municipality Province ZIP Code

CERTIFICATION

I HEREBY CERTIFY THAT THE INFORMATION GIVEN AND ALL STATEMENTS MADE HEREIN ARE TRUE AND CORRECT.

Signature of Member ____________________ Date ____________________

DOCUMENTS SUBMITTED

- Birth Certificate
- Marriage Contract
- Court Order

RECEIVED BY ______ DATE __________

APPROVED BY ______ DATE __________

THIS PORTION IS FOR Pag-IBIG USE ONLY

- CENOMAR
- Death Certificate
- Others (Pls specify) ___________________________________

THIS FORM MAY BE REPRODUCED. NOT FOR SALE.
### LIST OF SUPPORTING DOCUMENTS

<table>
<thead>
<tr>
<th>A. Change of Name</th>
<th>C. Change of Marital Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Birth Certificate issued by the National Statistics Office (NSO)</td>
<td>1. Single to married</td>
</tr>
<tr>
<td>2. Due to Marriage</td>
<td></td>
</tr>
<tr>
<td>▪ Marriage Contract with Registry Number issued by the National Statistics Office (NSO)</td>
<td>▪ Marriage Contract with Registry Number issued by the National Statistics Office (NSO)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Correction of Date of Birth/Place of Birth/Mother's Maiden Name/Sex (due to erroneous encoding)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Birth Certificate issued by the NSO</td>
<td>2. Married to single (legally married to reported spouse)</td>
</tr>
<tr>
<td></td>
<td>▪ Court Order</td>
</tr>
<tr>
<td></td>
<td>3. Married to single (due to erroneous encoding)</td>
</tr>
<tr>
<td></td>
<td>▪ Certificate of No Marriage (CENOMAR) from NSO</td>
</tr>
<tr>
<td></td>
<td>4. Widowed</td>
</tr>
<tr>
<td></td>
<td>▪ Death Certificate of deceased spouse</td>
</tr>
</tbody>
</table>

Note: Please submit photocopy of the documents depending on the information to be changed/updated. The Certified True Copy of the said documents shall be presented for authentication.