

University of the Philippines Provident Fund, Inc.

BENEFITS CLAIM

Name: _____ Employee No: _____ Date Filed: _____

Position: _____ TIN No: _____ Unit: _____ Telephone No: _____

Address: _____ Date of Birth: _____

Mode of Separation

Effectivity Date:

- Retirement
- Resignation
- Transfer to another agency
- Death
- Others (specify)

Requirements:

- 1 University Clearance
- 2 Service Record from Personnel, indicating the effectivity of separation.
- 3 Photocopy of ID.

Signature Over Printed Name

FOR THOSE WHO WILL SEPARATE FROM THE UNIVERSITY OF THE PHILIPPINES REQUIREMENTS & MECHANICS FOR CLAIMING EQUITY

| | REQUIREMENTS | THOSE CLAIMING WITHIN THE SIX-MONTHS GRACE PERIOD FROM DATE OF SEPARATION WILL GET THE FOLLOWING: | THOSE CLAIMING AFTER THE SIX-MONTHS GRACE PERIOD WILL GET THE FOLLOWING: |
|---|--|--|---|
| FOR THOSE SEPARATED BETWEEN JUNE 21, 2009 TO DECEMBER 29, 2009 | <ol style="list-style-type: none"> 1. Service Record From HRDO (indicating date of separation) 2. Complete UP Clearance Sheet or Certificate of Clearance from HRDO 3. Photocopy of 2 valid IDs 4. If thru representative: SPA or authorization letter with 2 valid IDs of representative. | <ol style="list-style-type: none"> 1. Principal 2. Interest (computed every quarter) <p>LESS:</p> <ol style="list-style-type: none"> 3. One time processing fee of P200.00 | <ol style="list-style-type: none"> 1. Principal 2. Interest (computed every quarter) <p>LESS:</p> <ol style="list-style-type: none"> 3. One time processing fee of P200.00 4. Maintenance fee of P200/month starting from date of separation to date of claim. |
| FOR THOSE SEPARATED DECEMBER 29, 2009 ONWARDS | <ol style="list-style-type: none"> 1. Service Record From HRDO (indicating date of separation) 2. Complete UP Clearance Sheet or Certificate of Clearance from HRDO 3. Photocopy of 2 valid IDs 4. If thru representative: SPA or authorization letter with 2 valid IDs of representative | <ol style="list-style-type: none"> 1. Principal 2. Interest (computed every quarter) <p>LESS:</p> <ol style="list-style-type: none"> 3. One time processing fee of P200.00 | <ol style="list-style-type: none"> 1. Principal 2. Interest (computed every quarter) <p>LESS:</p> <ol style="list-style-type: none"> 3. One time processing fee of P200.00 4. Maintenance fee of P200/month starting from date of separation to date of claim. 5. A dormancy account fee of P300/month starting from date of separation to date of claim. |

In case a member has an outstanding obligation with the University of the Philippines and its affiliates, the member may submit a letter of request authorizing UPPFI to pay the obligation to UP from the proceeds of the benefit claims together with a copy of the billing statement from UP in lieu of the service record.