Government Service Insurance System
Paseguruhan ng mga Naglilingkod sa Pamahalaan

APPLICATION FOR RETIREMENT/ SEPARATION/LIFE INSURANCE BENEFITS

(Please Read Terms and Conditions and Documentary Requirements at the back)

INSTRUCTIONS: Ensure that the form is properly filled out and submit the duly accomplished form to the nearest GSIS/Handling Office. Do not leave any blank items and indicate check marks (☐) on the provided boxes, when necessary.
WARNING: Direct or indirect commission of fraud, collusion, falsification, misrepresentation of facts, or any other kind of anomaly in the accomplishment of this form, or in obtaining any benefit under this application shall be subject to administrative, civil and/or criminal action. **THIS FORM IS NOT FOR SALE.**

Date: _____

I hereby apply for a retirement/separation/life insurance benefit with the GSIS and declare to the best of my knowledge the following:

Last Name	First Name	Middle Name	GSIS Business Partner (BP) No.
Complete Mailing Address			
Date of Birth (mm/dd/yyyy)	Place of Birth		Gender
Contact No. (Landline)	Cellphone No.		E-mail address
Civil Status ☐ Married ☐ Single ☐ Separated ☐ Widower/ Widower	If married, Name of Spouse: (Last Name, First Name, Middle Name) _____ Date of Birth: _____ Date of Marriage: _____		
Retirement/Separation Benefits Previously Availed (if applicable) ☐ RA 660 ☐ RA 1616 ☐ PD 1146 ☐ RA 8291			

I have the honor to apply for

☐ Retirement benefits under the retirement mode marked below, effective _____. I affix my signature beside my chosen option. (Please refer to the Terms and Conditions of each retirement mode on subsequent pages)

RETIREMENT LAW	RETIREMENT OPTIONS	SIGNATURE
RA 660	☐ Below age 60, monthly annuity payable annually for 5 years ☐ Aged 60 to below 63, 3-year lump sum, 2 years balance payable on the 63rd Birthday; monthly annuity after the 5-year guaranteed period ☐ Aged 63 and above, 5-year lump sum, monthly annuity after the 5-year guaranteed period	_____ _____ _____
PD 1146	☐ Immediate Monthly Pension ☐ 60 months x Basic Monthly Pension (BMP) and BMP after 5 years	_____ _____
RA 8291	☐ Option 1: 60 months x BMP and BMP after 5 years ☐ Option 2: 18 months x BMP and BMP to start on date of retirement	_____ _____
RA 1616	☐ Refund of Retirement Premiums (Retirement gratuity to be paid by last Employer)	_____
APPLICATION FOR CLASP	*If you opt to retire under a retirement scheme with an immediate monthly pension, you may settle your outstanding loan obligation on installment basis under the Choice of Loan Amortization Schedule for Pensioners (CLASP) program. The remaining balance of your outstanding obligation shall be restructured as a loan with an interest rate of 10% per annum compounded annually (paca). Please indicate your choices below:* As payment for my outstanding obligation, please deduct from the proceeds of my retirement benefit the amount equivalent to: ☐ 100%, since I am not availing the CLASP ☐ 75%, remaining balance of 25% shall be paid through CLASP ☐ 50%, remaining balance of 50% shall be paid through CLASP ☐ 25%, remaining balance of 75% shall be paid through CLASP Preferred repayment term for the remaining balance: ☐ 1 year ☐ 2 years ☐ 3 years *I confirm that I have read and fully understood the **PENSIONER RESTRUCTURED LOAN (PRL)** Terms and Conditions and undertake to comply with them. Pursuant to Republic Act (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 outsource entities duly accredited by the CIC, subject to the provisions of R.A. No. 9510, its IRR and other relevant laws and regulations.*	**SIGNATURE** _____ _____ _____ _____ _____ _____ _____

Issue No. 01, Rev. No. 1 (10 May 2024), FM-GSIS-OPS-RMC-01

☐ **SEPARATION BENEFIT (RA 8291) effective (mm/dd/yyyy)** _____	**SIGNATURE** _____
☐ Below 60 years old with less than 15 years in service (Cash Benefit payable at age 60)	_____
☐ Below 60 years old with more than 15 years in service (Cash Benefit payable upon separation and monthly pension upon reaching age 60)	_____
☐ 60 years old and above with less than 15 years in service (Cash Benefit payable immediately)	_____

Declaration of Pendency/Non-Pendency of Case	I undertake to submit my Declaration of Pendency/Non-Pendency of case, duly subscribed and sworn to before a Notary Public or Administering Officer of my agency-employer, as a condition for the release of my retirement benefit and in compliance with Section II of CSC Resolution No. 1302242 dated 1 October 2013.

☐ **LIFE INSURANCE BENEFIT**			
Type of Life Insurance:	☐ Compulsory	☐ Optional	Policy No. (if claiming for Optional Policy): _____

NAME OF CLAIMANT IF MEMBER IS DECEASED:

Last Name	First Name	Middle Name	GSIS Business Partner (BP) No.
Complete Mailing Address			
Date of Birth (mm/dd/yyyy)	Relationship to Deceased Member:		Contact No./Cellphone No.

Type of benefit applied for:

☐ Maturity Benefits
☐ Cash Surrender Value/Termination Value, in view of my
- ☐ retirement effective _____
- ☐ resignation/separation from the government service on _____
- ☐ state other reason/s _____

☐ Death Benefits: Date of Death: _____
☐ Accidental Death Benefit (ADB) (applicable for CM(LEP)/Optional policies)

It is understood that the entire outstanding balance of my policy as well as the arrearages and balances of my other loans and accountabilities with the GSIS which are due and demandable shall be deducted from the said benefit pursuant to Articles 1231 and 1278 of the Civil Code of the Philippines, RA 8291 and the existing policies of the GSIS.

DATA PRIVACY CONSENT

I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.

_____
Signature of Applicant over Printed Name

Thumbmark
(if unable to affix signature)

Printed Name and Signature of Witnesses to Thumb mark:
(Both witnesses must provide photocopy of 2 valid government issued IDs)

1. _____
2. _____

Claim proceeds shall be electronically credited to your eCard/UMID account and may be withdrawn from your nearest bank or ATM. If you have no eCard/UMID, the proceeds will be paid through check.

TO BE FILLED OUT BY HEAD OF AGENCY OR HIS AUTHORIZED ENDORSING OFFICER

1st Endorsement

Respectfully forwarded to GSIS this application for retirement/separation/life insurance benefit with our recommendation for approval. It is hereby certified that the applicant: (Place a check (√) mark on the pertinent box only)

1. ☐ has no pending administrative/criminal case.
2. ☐ has pending administrative/criminal case at _____.
3. ☐ has a decided administrative case with _____. (Please attach certified copy of Decision)
4. ☐ has a decided criminal case with _____. (Please attach certified copy of Decision)
5. ☐ is applying for Refund of Premiums under RA 1616 and the application for gratuity benefit has been approved by this Office.

_____
Signature over printed name of the Head of Agency or his/her Authorized Endorsing Officer

Date signed: _____

Office name: _____ Office address: _____

TERMS AND CONDITIONS

I. RETIREMENT

A. Eligibility Requirements

1. Member shall be entitled to the retirement benefit, provided Member is separated from the service at the time of application, and on condition that:

<table>
<tr><td>Under RA 660</td><td>1. Member has been in the service on or before May 31, 1977;
2. Member must be on permanent status at the time of retirement with continuous service for the last three (3) prior to retirement and has made contributions for at least five (5) years; and
3. Member has met the age and service requirements (YOS) as indicated below:
<table>
<tr><td>Age</td><td>52</td><td>53</td><td>54</td><td>55</td><td>56</td><td>57</td><td>58</td><td>59</td><td>60</td><td>61</td><td>62</td><td>63</td><td>64</td><td>65</td></tr>
<tr><td>YOS</td><td>35</td><td>34</td><td>33</td><td>32</td><td>31</td><td>30</td><td>28</td><td>26</td><td>24</td><td>22</td><td>20</td><td>18</td><td>16</td><td>15</td></tr>
</table>
</td></tr>
<tr><td>Under PD 1146</td><td>1. Member should have been separated/retired on or before June 23, 1997; and
2. Member has rendered at least fifteen (15) years of service in the government.</td></tr>
<tr><td>Under RA 8291</td><td>1. Member should have been separated/retired on or after June 24, 1997;
2. Member has rendered at least fifteen (15) years of service in the government;
3. Member is at least sixty (60) years of age at the time of retirement;
4. Member is not receiving a monthly pension benefit due to permanent total disability; and
5. Member must not be a uniformed personnel of PNP, BJMP and BFP.</td></tr>
<tr><td>Under RA 1616</td><td>1. Member has been in the service on or before May 31, 1977;
2. Member, regardless of age, must have at least twenty (20) years of service in the government at the time of retirement; and
3. Member must have rendered continuous service for the last three (3) years and must not incur leave without pay of more than one (1) year except in cases of death, disability, abolition or phase-out of position due to reorganization. Except for teachers who are allowed more than one (1) year leave without pay under the Magna Carta for Teachers.</td></tr>
</table>

2. Request for conversion from one mode of retirement to another shall not be allowed.
3. The retirement proceeds shall at all times be subject to deduction for any outstanding indebtedness the member may have incurred with GSIS, pursuant to Articles 1231 and 1278 of the Civil Code, GSIS Laws (RA 660, PD 1146, RA 1616, RA 8291 and PD 1146) and existing policies.

B. Conditions for Receipt of Monthly Pension

Upon reaching the age 60, or after the end of the 5-year guaranteed period, the qualified pensioner is required to personally appear at GSIS Office nearest his/her place of residence. Member shall be required to fill up a ***request for commencement of pension*** and afterwards enroll for the ***GSIS UMID-Compliant eCard/Kiosk transaction card***. Previously registered old-age and survivorship pensioners shall no longer be required to comply with the Annual Renewal of Active Status (ARAS) EXCEPT: 1) Pensioners on suspended status as of April 30, 2011 and has not renewed active status as of present date; and 2) Pensioners whose birth month falls in CY 2011 on the months of February, March or April. The pensioners living abroad or in the ARMM Region shall be required to comply with the ARAS on their birth month every year.

II. SEPARATION

A. Entitlement to Separation Benefits under RA 8291

A member who has accumulated a minimum of three (3) years creditable service shall be entitled to separation benefit upon resignation or separation under the following terms:

1. For member with at least three (3) years but less than fifteen (15):

   A cash payment equivalent to one hundred percent (100%) of the average monthly compensation for every year of creditable service the member has paid contributions, but not less than Twelve Thousand Pesos (P12,000.00), payable upon reaching sixty years of age or upon separation, whichever comes later.

2. For member with at least fifteen (15) years of service and less than sixty (60) years of age upon separation:

   a. A cash payment equivalent to eighteen (18) times the basic monthly pension, payable at the time of resignation or separation;
   b. An old-age pension benefit equal to the basic monthly pension, payable monthly for life upon reaching age 60.

B. Prescriptive Period for Filing of Separation Benefit

Application for separation benefits must be filed within four (4) years from the date of separation as provided for under RA 8291.

III. COMPULSORY LIFE INSURANCE BENEFITS UNDER THE LIFE ENDOWMENT POLICY (LEP)

A member under this policy may be entitled to any of the following benefits, depending on the circumstances:

1. Maturity benefit	The face amount payable to the member upon maturity of the policy.
2. Cash Surrender Value	The earned values during the term of the insurance payable to the member when he is separated from the service before maturity date of the policy or when he is considered as a case of Permanent Total Disability (PTD).
3. Death Benefit	The face value of the policy payable to designated beneficiary/beneficiaries or legal heirs, in the absence of the former, upon the death of the member.
4. Accidental Death Benefit	An additional benefit equivalent to the amount of Death Benefit when the member dies by accident. In this connection, proof must be presented to sufficiently establish that the cause of the member's death is accidental. The right to present sufficient proof to show that death was accidental shall prescribe if the claim for ADB is filed four (4) years after the death of the member.
5. Cash Dividend	A policyholder is entitled to dividends subject to the guidelines as approved by the GSIS Board. This is not a guaranteed benefit.

IV. COMPULSORY LIFE INSURANCE BENEFITS UNDER THE ENHANCED LIFE POLICY (ELP)

A member under this policy may be entitled to any of the following benefits, depending on the circumstances:

1. Death Benefit	Equivalent to the latest annual salary multiplied by the amount of insurance (AOI) factor which is 1.5 or 18 times the current monthly salary of the member or as determined by the GSIS, payable to the legal heirs, less all outstanding obligations of the member in accordance with Articles 1231 and 1278 of the Civil Code, GSIS Laws (RA 660, PD 1146, RA 1616 and RA 8291) and existing policies.
2. Termination Value (TV)	The policy earns a TV during the life of the policy computed from the percentage of the life insurance premiums actually remitted and paid to GSIS. TV is equivalent to a percentage of monthly life insurance premiums as determined by the GSIS, due and paid in full, either by direct remittance or through an APL facility. The accumulated TV will grow at such rate as determined by the Actuary and shall be paid to the member upon his separation from the government service less all indebtedness of the member with the GSIS in accordance with Articles 1231 and 1278 of the Civil Code, GSIS Laws (RA 660, PD 1146, RA 1616 and RA 8291) and existing policies.
3. Cash Dividend	A policyholder is entitled to dividends subject to the guidelines as approved by the GSIS Board. This is not a guaranteed benefit.

V. OPTIONAL LIFE INSURANCE POLICY (OLIP)

A member under this policy may be entitled to any of the following benefits, depending on the circumstances:

1. Maturity Benefit	The face amount payable to the member upon maturity of the policy less indebtedness consisting of premium arrearages and policy loan balance.
2. Cash Surrender Value	The policy reserve earned by the policy at the end of each anniversary year. After the insurance have been in force for one (1) year, it begins to earn cash value which increases annually, but which never exceeds the face value of the policy. The CSV of the policy less indebtedness and surrender charge is the amount which the GSIS will pay to any policyholder in the event Member surrenders the policy.
3. Disability Benefit	A disability claim arises when during the paying period that the policy is in force; the policyholder becomes permanently and totally disabled before his 60th birthday, whether the disability is caused by illness or injury. Upon permanent and total disability, premium payments on the policy will not be required from the approved date of disability.
4. Death Benefit	The face value of the policy payable to designated beneficiary/beneficiaries or legal heirs, in the absence of the former, upon the death of the member.
Benefit	An additional benefit equivalent to the amount of Death Benefit when death occurred within ninety (90) days from the date of the accident. In this connection, proof must be presented to sufficiently establish that the cause of the member's death is accidental.
6. Cash Dividend	A policyholder is entitled to dividends subject to the guidelines as approved by the GSIS Board. This is not a guaranteed benefit.

VI. DOCUMENTARY REQUIREMENTS

A. Retirement/Separation Benefit

1. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefits
2. Service Record with Leave Without Pay (LWOP) Certification *(indicating the specific dates and time of LWOP*)
3. Declaration of Pendency/Non-Pendency of Case (DPNPC) form ***(date administered/notarized should be on or after receipt of notification from GSIS)***

B. Life Insurance Benefit

Maturity or Cash Surrender Value (Regular/ Optional)	a. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefits b. Service Record with LWOP Certification *(indicating the specific dates and time of LWOP*)
Death Claim/ Accidental Death Benefit (LEP)	a. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefits b. Service Record with LWOP Certification *(indicating the specific dates and time of LWOP*) c. Death Certificate of member issued by Local Civil Registrar (LCR) or Phil Statistics Authority (PSA) (formerly National Statistics Office or NSO); or authenticated by Philippine Consular Office, if died abroad d. Affidavit of Surviving Legal Heirs/Surviving Spouse/Guardianship Form, if with minor/incapacitated children (for cases with no designated beneficiaries only) e. Court Order, or Affidavit of Surviving Legal Heirs / Surviving Spouse/Guardianship Form supported by a Report or Certification issued by the DSWD Office where the minor/ incapacitated dependent child is residing, if the guardian is not the natural parent f. Birth Certificate/s issued by LCR or PSA or valid passport or two (2) valid government-issued IDs with date of birth and signature, if designated beneficiary/ies /payee/s is/are not GSIS member g. Marriage Contract of female beneficiary/ies issued by LCR or PSA h. Police Investigation Report , if death is due to accident
Death Claim (ELP)	a. Duly accomplished Application Form for Retirement/Separation/Life Insurance Benefits b. Service Record with LWOP Certification *(indicating the specific dates and time of LWOP*) c. Death Certificate of member issued by LCR or PSA; or authenticated by Philippine Consular Office, if died abroad d. Affidavit of Surviving Legal Heirs / Surviving Spouse/Guardianship Form, if with minor/incapacitated children e. Court Order, or Affidavit of Surviving Legal Heirs / Surviving Spouse/Guardianship Form supported by a Report or Certification issued by the DSWD Office where the minor/ incapacitated dependent child is residing, if the guardian is not the natural parent f. Birth Certificate/s issued by LCR or PSA or valid passport or two (2) valid government-issued IDs with date of birth and signature, if designated beneficiary/ies /payee/s is/are not GSIS member g. Marriage Contract of female beneficiary/ies issued by LCR or PSA