

CHECKLIST OF REQUIREMENTS (CIVILIAN)

- MEMBER'S DATA FORM
- EMPLOYEE'S STATUS ACCUMULATED VALUE (ESAV)
- 2 VALID ID'S WITH 3 SPECIMEN SIGNATURE (AND SPOUSE IF MARRIED)
- CERTIFICATE OF EMPLOYMENT
(W/ BREAKDOWN COMPENSATION AND CONTACT DETAILS OF EMPLOYER)
- 4 PCS. 1X1 PICTURE (WHITE BACKGROUND)
- LATEST 1 MONTH PAYSIP
- PROOF OF BILLING OR BRGY. CLEARANCE
- INCOME TAX RETURN/ TIN ID
- CEDULA OR PASSPORT
- MARRIAGE CONTRACT (IF MARRIED)
- BIRTH CERTIFICATE (IF SINGLE)
- BIR FORM 1904 (FOR TIN VERIFIED)
- POST DATED CHECK FOR THE EQUITY PAYMENT

IF HOMEBASED WORKER'S & FREELANCER'S

- 12 MONTHS BANK STATEMENT
- 12 MONTHS PAYPAL & TRANSFERWISE
- 12 MONTHS PAYSIP (IF AVAILABLE)

ADDITIONAL REQUIREMENTS FOR HYBRID/WORK FROM HOME SET-UP

- HOUSE SKETCH (WITH THE NEAREST LANDMARK)
- PICTURE INFRONT OF THE HOUSE
- LETTER FROM HR OF TL FOR THE WFH SCHEDULE (SUCH AS NAME & NUMBER)