

INSTRUCTIONS

1. Accomplish this form in one (1) copy.
2. Submit the following required documents for the following changes:

Correction of Name of Beneficiaries

Birth/Baptismal Certificate or in the absence of both, any two (2) of the secondary documents enumerated below; and Affidavit of two (2) persons who have personal knowledge of the fact that the name appearing in the primary/secondary documents belongs to the same person.

Documents that may be submitted in the absence of primary documents:

- Record of Employment (accomplished upon employment)
- GSIS Member's Record (if member is also a gov't. employee)
- Certification from the National Archives
- Alien Certificate of Registrations (ACR)
- Marriage Contract of member
- Birth Certificate of children
- School records
- Passport
- Joint Affidavit of two (2) disinterested persons attesting to the fact of your birth

Change of Address

- Latest check voucher

Exemption from Mag-Impok sa Bangko Program

- Letter request

Change of Account Number/Bank

- Old and new passbook