GSIS Government Service Insurance System

Form No. 040114-RET

APPLICATION FOR RETIREMENT UNDER RA 660, RA 1616, PD 1146 AND RA 8291 /SEPARATION

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

INSTRUCTIONS: Ensure that the application form is properly filled out and submit duly accomplished application form to the nearest GSIS/Handling Office.

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.

Date: _____

I hereby apply for a retirement/separation 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	
Contact No. (Landline)	Cellphone No.	E-mail address:	
Civil Status ☐ Married ☐ Single ☐ Separated ☐ Widow/Widower		Gender: ☐ Female ☐ Male	
If married, Name of Spouse: (Last Name, First Name, Middle Name) _____ Date of Marriage: _____		Retirement/Separation Benefits Previously Availed (if applicable): ☐ RA 660 ☐ RA 1616 ☐ PD 1146 ☐ RA 8291	

I choose to avail of retirement benefits under the retirement mode marked below, effective _____. I affix my signature beside my chosen option. (Please refer to 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 obligations, 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.

SEPARATION BENEFIT (RA 8291)	**SIGNATURE**
☐ 1: Below 60 years old with less than 15 years in service (Cash Benefit only)	_____
☐ 2: Below 60 years old with more than 15 years in service (Cash Benefit then pension upon reaching age 60)	_____
☐ 3: 60 years old and above with less than 15 years in service – Cash Payment payable immediately	_____
EFFECTIVITY DATE (Month/Day/Year): _____	_____

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 01 October 2013.

_____
Signature of Applicant over Printed Name

Thumb mark
(if unable to affix signature)

Printed Name and Signature of Witnesses to Thumb mark:

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 thru 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 benefit with our recommendation for approval.

It is hereby certified that the applicant: (Place a check [√] mark on the pertinent box only)

1. ☐ has rendered/will render his Last Day of Actual Service (LDAS) on _____.
2. ☐ has not incurred Leave of Absence Without Pay (LWOP).
3. ☐ has incurred Leave of Absence Without Pay (LWOP) from (mm/dd/yyyy) _____ to (mm/dd/yyyy) _____. (Please attach separate sheet if necessary)
4. ☐ has no pending administrative/criminal case.
5. ☐ has pending administrative/criminal case at _____
6. ☐ has a decided administrative case with _____. (Please attach certified copy of Decision)
7. ☐ has a decided criminal case with _____. (Please attach certified copy of Decision)
8. ☐ is applying for Refund of Premiums under RA1616 and the application for gratuity benefit has been approved by this Office.

Office Name

_____

_____
Signature over Printed Name of the Head of Agency
or his Authorized Endorsing Officer

Office Address

Date: _____

_____

Application Received By: _____ Date Received: _____

TMS Reference No.: _____

TERMS AND CONDITIONS

I. RETIREMENT

A. ELIGIBILITY REQUIREMENTS

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

<table>
<tr><td>Under RA 660</td><td>1. He/She has been in the service on or before May 31, 1977; and,
2. He/She must be on permanent status at the time of retirement with continuous service for the last three (3) years prior to retirement and has made contributions for at least five (5) years.
3. He/She has met the age and service requirements 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. He/She should have been separated/retired on or before June 23, 1997;
2. He/She has rendered at least fifteen (15) years of service in the government;</td></tr>
<tr><td>Under RA 8291</td><td>1. He/She should have been separated/retired on or after June 24, 1997;
2. He/She has rendered at least fifteen (15) years of service in the government;
3. He/She is at least sixty (60) years of age at the time of retirement; and,
4. He/She is not receiving a monthly pension benefit due to permanent total disability.
5. He/she must not be a uniformed personnel of PNP, BJMP and BFP.</td></tr>
<tr><td>Under RA 1616</td><td>1. He/She has been in the service on or before May 31, 1977;
2. He/She, regardless of age, must have at least twenty (20) years of service in the government at the time of retirement.
3. He/She 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 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, RA 1616, PD 1146 and RA 8291) 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. He/She shall be required to fill up a ***request for commencement of pension*** and afterwards enroll for the **GSIS UMID-Compliant eCacrd/Kiosk transaction card**. Previously registered old age pensioners 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 Annual Renewal of Active Status (ARAS) on their birth month every year via Skype.

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), payable upon reaching sixty (60) 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 4 years from the date of separation as provided for under RA 8291.

IV. DOCUMENTARY REQUIREMENTS

1. Application Form;
2. Declaration of Pendency/Non-Pendency of Case prior to electronic crediting or check printing.