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SECONDARY EVIDENCES OF GSIS LOAN REPAYMENTS

GSIS MEMORANDUM CIRCULAR NO. 01-05, March 29, 2005

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In response to the mounting clamor from members for GSIS to update their loan records on the basis of documents other than the Agency Remittance Lists, the GSIS Board of Trustees has approved under its Resolution No. 202 dated 15 September 2004 the acceptance of secondary evidences of payments, subject to the following guidelines:

1. The acceptable secondary evidences of payments shall be any of the following:

- Office Payroll
- Salary Payslip
- Agency Salary Index Card

2. Acceptance of secondary evidence shall only apply to monthly loan repayments that were due and payable prior to July 1997. Monthly loan repayments from July 1997 onwards shall be recorded on the basis of Agency Remittance Lists.

3. Submitted secondary evidence of loan repayments shall be certified by the duly authorized Agency Finance or Accounting Officer whose specimen signatures are current and on file with GSIS Home Office, District Offices, Field Offices or Satellite Offices.

4. Secondary evidences need not be accompanied by Official Receipts showing remittance of the loan repayments subject of the documents presented.

All concerned are hereby encouraged to submit to their servicing GSIS Office the aforementioned acceptable secondary evidences in order to facilitate reconciliation and updating of individual members' loan accounts.

Please be guided accordingly.

Adopted: 29 March 2005

(SGD.) WINSTON F. GARCIA
President and General Manager

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