

CHECKLIST OF REQUIREMENTS

MEMBER	FILING THROUGH A REPRESENTATIVE
<p>A. <u>Change of Membership Category</u></p> <ul style="list-style-type: none"> ▪ Member's Change of Information Form (MCIF) (1 Original) ▪ Valid ID acceptable to the Fund (1 Photocopy) <p>B. <u>Change/Correction of Name</u></p> <ul style="list-style-type: none"> ▪ For Change in name due to Marriage <ul style="list-style-type: none"> - MCIF (1 Original) - Marriage Contract (1 Photocopy) - Valid ID acceptable to the Fund (1 Photocopy) ▪ For Change in name (for reason other than Marriage) <ul style="list-style-type: none"> - MCIF (1 Original) - Birth Certificate (1 Photocopy) - Court Order granting petition of change of name (1 Photocopy) - Valid ID acceptable to the Fund (1 Photocopy) <p>C. <u>Correction of Date of Birth</u></p> <ul style="list-style-type: none"> ▪ MCIF (1 Original) ▪ Birth Certificate (1 Photocopy) ▪ Valid ID acceptable to the Fund (1 Photocopy) <p>D. <u>Change of Marital Status</u></p> <ul style="list-style-type: none"> ▪ For Single to Married <ul style="list-style-type: none"> - MCIF (1 Original) - Marriage Contract (1 Photocopy) - Valid ID acceptable to the Fund (1 Photocopy) ▪ For Married to Single (<i>legally married to reported spouse</i>) <ul style="list-style-type: none"> - MCIF (1 Original) - Court Order (1 Photocopy) - Valid ID acceptable to the Fund (1 Photocopy) ▪ For Married to Single (<i>due to erroneous encoding</i>) <ul style="list-style-type: none"> - MCIF (1 Original) - CENOMAR (1 Photocopy) - Valid ID acceptable to the Fund (1 Photocopy) ▪ For Married to Widowed <ul style="list-style-type: none"> - MCIF (1 Original) - Death Certificate of the deceased spouse (1 Photocopy) - Valid ID acceptable to the Fund (1 Photocopy) <p>E. <u>Change of Address/Contact Details</u></p> <ul style="list-style-type: none"> ▪ MCIF (1 Original) ▪ Valid ID acceptable to the Fund (1 Photocopy) <p>F. <u>Change of Employment Details</u></p> <ul style="list-style-type: none"> ▪ MCIF (1 Original) ▪ Valid ID acceptable to the Fund (1 Photocopy) <p>G. <u>Updating of Heirs</u></p> <ul style="list-style-type: none"> ▪ MCIF (1 Original) ▪ Valid ID acceptable to the Fund (1 Photocopy) <p>H. <u>Correction of Place of Birth/Mother's Maiden Name/Gender (Due to erroneous encoding)</u></p> <ul style="list-style-type: none"> ▪ MCIF (1 Original) ▪ Birth Certificate (1 Photocopy) ▪ Valid ID acceptable to the Fund (1 Photocopy) 	<p>A. <u>Change of Membership Category</u></p> <ul style="list-style-type: none"> ▪ Member's Change of Information Form (MCIF) (1 Original) ▪ Valid ID of both parties (1 Photocopy) ▪ Authorization Letter (1 Original) <p>B. <u>Change/Correction of Name</u></p> <ul style="list-style-type: none"> ▪ For Change in name due to Marriage <ul style="list-style-type: none"> - 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NOTE: In all instances wherein photocopies are submitted, the original or certified true copy must be presented for authentication.