

**APPLICATION FOR REFUND OF UNCREDITED LOAN REPAYMENTS**

Date: \_\_\_\_\_

The Manager  
Claims Department  
Financial Center, Roxas Blvd.  
Pasay City

Sir/Madam:

Policy No. \_\_\_\_\_

This is a claim for refund of uncredited/excess loan (Salary, Emergency, Policy, ELA, SOS, Cash Advance) repayments remitted to and received by the System but which were not considered in the computation of my/our claim for benefits and/or in the Statement of Membership Account [SOMA].

For this purpose, the following documents marked X are attached:

1. \_\_\_\_ Tentative computation of amount refundable
2. \_\_\_\_ Computer print-out from the database of the System attesting to the posted repayments
3. \_\_\_\_ Claim voucher showing that the remitted repayments were not considered in the processing of my/our claim
4. \_\_\_\_ Such other documents to support this claim for refund itemized as follows:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Preferential attention will be appreciated.

Very truly yours,

\_\_\_\_\_