



APPLICATION FOR FUNERAL BENEFIT

(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. Must be received by GSIS **within four (4) years** from the date of death of deceased member/pensioner together with the required supporting documents.

DATE OF FILING OF APPLICATION _____ DATE OF DEATH OF MEMBER _____

A. DECEASED MEMBER/RETIREE/PENSIONER:

Last Name	First Name	Middle Name
Name/Address of Last Government Office		GSIS Business Partner (BP) No.
Date of Birth (mm/dd/yyyy)	Gender	Religion
Civil Status ☐ Married ☐ Single ☐ Separated ☐ Widow/Widower		Status at the time of death ☐ Active Member ☐ Retiree ☐ Pensioner

B. PRIMARY BENEFICIARY (LEGAL SPOUSE), If living:

Last Name	First Name	Middle Name
Mailing Address (No/Street/Barangay/Municipality/City/Province/Zip Code)		BP No. (if applicable)
Date of Birth (mm/dd/yyyy)	Religion	Date of Marriage (mm/dd/yyyy)
Contact No. (Landline)	Cellphone No.	E-mail Address

C. CLAIMANT IS OTHER THAN SPOUSE

Last Name	First Name	Middle Name	
Mailing Address (No/Street/Barangay/Municipality/City/Province/Zip Code)		BP No. (if applicable)	
Date of Birth (mm/dd/yyyy)	Relationship	Cellphone No.	Email Address

I hereby certify that the foregoing information are true and correct and the attached documents are authentic.

DATA PRIVACY CONSENT

I hereby confirm my understanding of the Privacy Policy of the GSIS pursuant to the requirements of R.A. 10173, otherwise known as the DPA, its Implementing Rules and Regulations and other issuances of the National Privacy Commission and consent to the manner of and safety measures to be observed in the collection, use, access, disclosure, processing and disposal of my personal and sensitive personal data by the GSIS.

Signature of applicant over printed name

Thumbmark
(If unable to affix signature)

Printed Name and Signature of Witnesses to Thumb mark:
(Both witnesses must provide photocopy of 2 valid government issued IDs)

1. _____
2. _____

For GSIS members with existing bank account on record with GSIS, the proceeds will be electronically credited to their account. For non-GSIS members who are not entitled to survivorship pension, the proceeds will be credited to the bank account indicated in the Declaration of Account Form (DAF).

TERMS AND CONDITIONS

1. Funeral benefit is intended to help defray the expenses incident to the burial and funeral of the deceased member, pensioner or retiree under RA 660, RA 1616, PD 1146 and RA 8291. It is payable to any qualified individual, in accordance with the following order of priority:
 - a. Legitimate spouse,
 - b. Legitimate child who spent for the funeral services, or
 - c. Any other person who can show incontrovertible proof that he shouldered the funeral expenses of the deceased
2. Amount of Funeral Benefit. The amount of funeral benefit are as follows:
 - a. The prevailing amount approved by the Board of Trustees at the time of death of the member or pensioner.
 - b. For uniformed members of the PNP, BJMP and BFP, the amount of funeral benefit is fixed at P10,000.00.
3. Conditions for Entitlement. - Funeral benefit shall be paid upon the death of:
 - a. an active member; or
 - b. a member who has been separated from the service with more than 15 years of creditable service, but entitled to future separation or retirement benefits; or
 - c. old age or disability pensioner; or
 - d. a retiree who at the time of his retirement is at least 60 years of age and with at least 20 years of service but who opts to retire under RA 1616 on or after June 24, 1997; or
 - e. a member who retired under RA 1616 prior to June 24, 1997 with at least twenty (20) years of service, regardless of age.

DOCUMENTARY REQUIREMENTS

A. CLAIMANT IS THE SURVIVING SPOUSE

1. Duly accomplished Application Form for Funeral Benefit. (1 Copy, Original)
2. Death Certificate of Member issued by LCR or PSA or authenticated by Philippine Consular Office or Apostilled by the competent authority of the Apostille Country where the public document was issued, if died abroad. (1 Copy, Certified True Copy)
3. Marriage Contract of member with the surviving spouse issued by LCR or PSA (1 Copy, Original or Authenticated Copy)
4. If surviving spouse is not a GSIS member – original copy of his/her Birth Certificate issued by LCR or PSA or a photocopy of valid passport, or PhilID/ePhilID or two (2) valid government-issued IDs with date of birth and signature. The original copy of the passport or government issued IDs must be presented (1 Copy, Original or Authenticated Copy);
5. For non-GSIS members who are not entitled to survivorship pension, notarized Declaration of Account Form (DAF) which contains payee's account information;
6. Proof of ownership of transaction accounts to support DAF:
 - a. For Land Bank and other Bank Accounts through Pesonet, any of the following:
 - Photocopy of Passbook (original to be presented)
 - Photocopy of ATM Card (original to be presented)
 - Photocopy of validated deposit slip (original to be presented) or
 - Bank Certificate/Statement issued to the account holder
 - b. For e-Wallets
 - Screenshot of the mobile application account; and
7. If the deceased member is an Indigenous People (IP) or Muslim and claimant-spouse is not the sole wife, A Sworn Statement recognizing the existence and the right of the other spouses to the Funeral Benefit.

Note: All pertinent documents such as Certificates of Birth, Marriage and Death issued abroad must be duly filed and registered with the Philippine Embassy or Consulate in the host country, or with the Department of Foreign Affairs (DFA).

B. CLAIMANT IS OTHER THAN THE SURVIVING SPOUSE

1. Duly accomplished Application Form for Funeral Benefit (1 Copy, Original)
2. Death Certificate of member issued by LCR (1 Copy, Certified True Copy) or PSA or authenticated by Philippine Consular Office or Apostilled by the competent authority of the Apostille Country where the public document was issued, if died abroad (1 Copy, Original or Authenticated Copy)
3. For claimant who is not GSIS member/pensioner/retiree – original copy of his/her Birth Certificate issued by LCR or PSA, or a photocopy of valid passport, or PhilID/ePhilID, or two (2) valid government-issued IDs with date of birth and signature. The original copy of the passport, or government issued IDs must be presented
4. Death Certificate of legal spouse issued by LCR (1 Copy, Certified True Copy) or PSA, if married (1 Copy, Original or Authenticated Copy);
5. Notarized waiver in favor of the claimant with photocopy of valid passport or PhilID/ePhilID, or two (2) valid government-issued IDs of the legal spouse with signature, if legal spouse is living;
6. Affidavit of the claimant stating that despite earnest efforts, the legal spouse cannot be located to sign a notarized waiver in favor of the claimant attested by two (2) disinterested persons and photocopy of valid passport or PhilID/ePhilID or two (2) valid government-issued IDs, if the legal spouse cannot be located; and
7. Original copy of official receipt of funeral expenses issued in the name of the claimant (1 Copy, Original)
8. For non-GSIS members, notarized Declaration of Account Form (DAF) which contains payee's account information. and
9. Proof of ownership of transaction accounts to support DAF:
 - a. For Land Bank and other Bank Accounts through Pesonet, any of the following:
 - Photocopy of Passbook (original to be presented)
 - Photocopy of ATM Card (original to be presented)
 - Photocopy of validated deposit slip (original to be presented) or
 - Bank Certificate/Statement issued to the account holder
 - b. For e-Wallets
 - Screenshot of the mobile application account

Note: All pertinent documents such as Certificates of Birth, Marriage and Death issued abroad must be duly filed and registered with the Philippine Embassy or Consulate in the host country, or with the Department of Foreign Affairs (DFA).

C. ALTERNATIVE DOCUMENTARY REQUIREMENTS FOR INDIGENOUS PEOPLE (IP)

1. Certificate of Confirmation (COC) issued by the National Commission on Indigenous Peoples (NCIP) that the deceased member is an IP (1 Copy, Original);
2. Certificate of Death of the IP attested by the NCIP (1 Copy, Original); and
3. Certification/s of Marriage/s of the IP member attested by the NCIP (1 Copy, Original);
4. COC issued by the NCIP, if surviving spouse or claimant is not a GSIS member (1 Copy, Original);
5. If the claimant is not the surviving spouse/s, a Certificate of No Marriage Record (CENOMAR) of the deceased IP member from the PSA or NCIP (1 Copy, Original).

D. ALTERNATIVE DOCUMENTARY REQUIREMENTS FOR MUSLIMS

1. Certificate of Death attested by the Imam (1 Copy, Original);
2. Certification/s of Marriage/s of the Muslim member certified by the Sharia Circuit Clerk of Court (1 Copy, Original);
3. If the claimant is not the surviving spouse/s, a Certificate of No Marriage Record (CENOMAR) of the deceased Muslim member from the PSA or Imam (1 Copy, Original).