



# NATIONAL HOME MORTGAGE FINANCE CORPORATION



**CORPORATE CIRCULAR NO. CMP- 024**  
**April 16, 2001**  
**Series of 2001**



**TO : ALL CMP BORROWERS AND ORIGINATORS**

**SUBJECT : SUBSTITUTION PROCESSING FEE**

Pursuant to Sec. 54, Chapter 12, Book IV of Executive Order 292 (Administrative Code of 1987), Executive Order No. 159, Series of 1994 and Executive Order No. 197 dated 13 January 2000, which call on concerned government agencies to impose and collect the cost of services rendered to clientele essentially for promoting full or partial recovery of cost of services to free other funds for priority projects, the NHMFC Board approved under Resolution No. 3316 dated 29 March 2001 the charging of a processing fee of =P=500.00 for every member-beneficiary applying for substitution under the Community Mortgage Program.

The substitution processing fee of =P=500.00 per member-beneficiary shall answer for the administrative costs involved in servicing CA's requests for substitution of members, such as the cost of forms, mailing, long distance calls and other administrative expenses.

The following rules pertinent to the processing fee shall apply:

1. NHMFC shall process applications for substitution due to Waiver of Rights upon payment of said fee. Proof of payment in the form of photocopy of Official Receipt (OR) issued and authenticated by our Head/Regional/Satellite Office, shall be attached to the substitution documents. The OR shall indicate the nature of payment and the name of the outgoing or substituted member-beneficiary. In case of inaccessibility of NHMFC Regional/Satellite Offices, payment may also be made in the form of Money Order (MO) sent through registered mail. Photocopies of the MO and the Registry Receipt shall be authenticated by the CA President and shall form part of the substitution documents.

2. Proof of payment for substitution due to Default in Payment or Violation of Rules and Regulations is required once NHMFC has approved the substitution of the member-beneficiary. Photocopy of the OR authenticated by NHMFC or photocopies of the MO and the Registry Receipt authenticated by the CA President as the case may be, shall form part of the Step 2 documentary requirements.

The Checklists of documentary requirements for all kinds of substitutions are enclosed for clarification.

The substitution processing fee shall apply to applications for substitutions received by the Project Utilization Department starting 01 May 2001.

All provisions of Circulars, Memoranda, Guidelines, Notices and Policies inconsistent with any provisions of this circular are accordingly repealed or modified.

For your information, guidance and compliance.

  
ATTY. ANGELICO T. SALUD  
President

Encl.: a/s