PHILIPPINE AIR TRAFFIC CONTROLLERS' MULTI - PURPOSE COOPERATIVE (PATCOMC)

CCOP PHILIPPINES

CAAP Compound
NAIA Road, Pasay City
Mobile : + 63 967 279 3144
Mobile : + 63 926 757 5977

MEMBERS DATA CHANGE REQUEST

*Please read the instruction at the back before filling out this form. Print all information in CAPITAL Letters.

PART I - TO BE FILLED OUT BY MEMBER

CID Number __ __ __ __ __ __

A. PERSONAL DATA

NAME	(Last Name)	(First Name)	(Middle Name)	(Suffix)

ADDRESS	(RM / FLR / Unit No. and Bldg. Name)	(House / Lot and Blk No.)	(Street name)

(Subdivision)	(Barangay/ District/ Locality)	(City/ Municipality)	(Province)	ZIP CODE

MOBILE/ CELLPHONE NUMBER:	TELEPHONE NUMBER:	EMAIL ADDRESS:

B. DATA CHANGE / CORRECTION

____ *CHANGE OF MEMBERSHIP TYPE*

___ Regular to Associate   ___ Associate to Regular

____ *CHANGE OF CIVIL STATUS (For Female members; Accomplish the FROM and TO portions, if also requesting for change of name)*

	FROM	TO
___ Single to Married	_____	_____
___ Married to Legally Separated	_____	_____
___ Married to Widowed	_____	_____
___ Reversion from Married to Single	_____	_____

____ *UPDATING OF CONTACT INFORMATION*

___ Address   ___ Telephone Number   ___ E-mail Address   ___ Mobile / Celphone Number

____ *UPDATING OF DEPENDENT(S) / BENEFICIARY(IES)*   **Please check the appropriate box.*

NAME (Last / First / Middle)	RELATIONSHIP TO MEMBER	DATE OF BIRTH	
			___ New / add'l ___ Deletion
			___ New / add'l ___ Deletion
			___ New / add'l ___ Deletion
			___ New / add'l ___ Deletion
			___ New / add'l ___ Deletion

C. CERTIFICATION

CID Number __ __ __ __ __ __   *I CERTIFY THAT THE INFORMATION IN THIS FORM ARE TRUE AND CORRECT.*

_____   _____   _____
PRINTED NAME   SIGNATURE   DATE

RIGHT TUMB   RIGHT INDEX

If member cannot sign, affix fingerprints (please see instruction no.   )

_____   _____   _____
PRINTED NAME   SIGNATURE   DATE

PART II - TO BE FILLED OUT BY PATCOMC

RECEIVED	PROCESSED / ENCODED	APPROVED
_____ Signature over printed name / Date	_____ Signature over printed name/Date	_____ Signature over printed name/Date

\\km november 14, 2019

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ACKNOWLEDGMENT RECEIPT
MEMBERS DATA CHANGE REQUEST

CID Number __ __ __ __ __ __	MEMBERS _____ Signature over printed name/Date	RECEIVED _____ Signature over printed name/Date

INSTRUCTIONS

1. Always indicate **"N/A"** or **"Not Applicable",** if the required data is not applicable.
2. If member is requesting for updating of contact information (address, telephone number, e-mail address, and mobile / cellphone number), indicate already under Part I - A of the form the new contact information.
3. If member cannot sign, withness to fingerprinting shall be as follows:

   a. Filed by Member
      PATCOMC receiving personnel who shall affix his/her signature on the portion for in Part I - C.

REMINDERS

1. The following required documents should be certified true copy issued by the PSA or City/ Municipal registrar.
   - 1.1 Birth certificate
   - 1.2 Marriage contract / Marriage certificate
   - 1.3 Death Certificate

2. List of documentary requirements
   - 2.1 Change of Mambership
     Appointment / Contract
   - 2.2 Correction of Name due to re - marriage
     New Marriage Contract / Marriage certificate and any of the following, whichever is applicable:
     - Death certificate of spouse, if due to death of previously reported spouse
       - Certificate of finality of annulment / nullity or annotated Marriage contract/ certificate
       - Court order on declaration of presumptive death, if previously reported spouse is presumed dead
       - Decree of Divorce and certificate of Naturalization (granted before divorce) or its equivalent, if due to divorce with previously reported spouse
       - Certificate of divorce (OCRG Form No. 102), if due divorce of Muslim member with previously reported spouse
   - 2.3 Change of civil status - any of the following, whichever is applicable
     - From Single to Married - Married Contract / Marriage Certificate
     - From Married to Legally separated - Decree of Legal Separation
     - From Married to Widowed
       a. Death certificate of spouse, if due to death of previously reported spouse
       b. Court Order on the Declaration of Presumptive Death, if previously reported spouse is dead
     - For reversion from married to single
       a. If legally married to previously reported spouse
          a.a certificate of Finality of Annulment / Nullity or annotated marriage contract / marriage certificate, if due to annulled or void marriage with previously reported spouse
          a.b Decree of divorce and certificate of Naturalization (granted before divorce) or its equivalent, If due to divorce with previously reported spouse
          a.c Certificate of Divorce (OCRG form No 102), if due to divorce of Muslim Member
       b. If not legally married to previously reported spouse
          b.a Certificate of no marriage (CENOMAR) from Philippine Statistics Authority (PSA)
          b.b Affidavit executed by a member attesting to the fact of the non - existence of Marriage between him/her and the previously reported spouse
   - 2.4 Updating of contact information - No required documents
   - 2.5 Updating of dependent(s) / beneficiary (ies)
     - For reporting of New / additional dependent (s) / beneficiary (ies)
       a. If spouse - Marriage Contract / Marriage certificate
       b. If child/ ren - Birth certificate or Decree of adoption
     - For deletion of previously reported dependent (s) / beneficiary (ies)
       a. If spouse - any of the following, whichever is applicable:
          a.a Decree of legal separation , if legally separated with previously reported spouse
          a.b. Death certificate of spouse, if due to death of previously reportted spouse
          a.c. certificate of Finality of Annulment / Nullity or annotated marriage contract / marriage certificate, if due to annulled or void marriage with previously reported spouse
          a.d. Court Order on the Declaration of Presumptive Death, if previously reported spouse is dead
          a.e. Decree of divorce and certificate of Naturalization (granted before divorce) or its equivalent, If due to divorce with previously reported spouse
          a.f. Certificate of Divorce (OCRG form No 102), if due to divorce of Muslim Member
       b. If Parent/ s - death certificate, if previously reported parent/s is/are already dead
       c. If Other beneficiary /ies - no required document/s