



**MERALCO EMPLOYEES SAVINGS AND LOAN ASSOCIATION, INC.**

Operations Bldg., Meralco Center, Ortigas Ave., Brgy. Ugong, Pasig City  
(02) 1622-6800 | meralco\_sla@mesala.com.ph | www.mesala.com.ph

**READY WHEN YOU NEED US**

**REQUEST FOR RE-ISSUANCE OF**

**PASSBOOK**

**TIME DEPOSIT CERTIFICATE**

I/ We, \_\_\_\_\_  
(full name), of legal age, Filipino, single/ married/ widowed (please encircle), and residing at \_\_\_\_\_  
(complete permanent address), do hereby state that:

1. I/ We am/ are a member/ members of Meralco Employees Savings and Loan Association, Inc. (hereafter referred to as "MESALA").
2. As such, I/ We am/ are the lawful holder/ holders of
  - regular savings deposit account with Account Number \_\_\_\_\_
  - capital contribution account with Account Number \_\_\_\_\_
  - time deposit account with Account Number \_\_\_\_\_

and the funds covered thereby and the same was not assigned, conveyed, or ceded in favor of a third party.

3. The corresponding passbook (for regular savings deposit account and capital contribution account) or certificate (for time deposit account) of the said account was lost/ stolen/ destroyed under the following circumstances:

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4. Diligent efforts to retrieve/ recover the passbook or certificate proved futile.
5. I/ We agree to pay reasonable fees for the re-issuance of the passbook or certificate which MESALA may impose.
6. I/ We undertake to surrender the passbook or certificate to MESALA for proper disposition in the event that the same should be found and located.
7. I/ We am/ are willing to testify in any of court of justice to substantiate the truth and veracity of each and all of the foregoing facts.
8. I/ We jointly and severally agree, as this serves as my/ our unqualified undertaking, to hold MESALA, its assigns, officers, and employees free and harmless from any loss or liability of whatever nature that it may incur and indemnify them from any loss or damage they may suffer by reason of and/ or as a consequence of acceding to my/ our request and the eventual delivery to me/ us of the passbook or certificate of said account.
9. This Request is executed to attest to the truth of the foregoing statements and to serve as basis for the re-issuance of a new passbook or certificate in lieu and in replacement of the lost one under the same account number.

\_\_\_\_\_  
Signature over Printed Name  
Date: \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name  
Date: \_\_\_\_\_