



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



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>I CERTIFY THAT THE INFORMATION IN THIS FORM ARE TRUE AND CORRECT.</i>	
_____ PRINTED NAME	_____ SIGNATURE	_____ DATE	<div>RIGHT TUMB</div> <div>RIGHT INDEX</div>
<i>If member cannot sign, affix fingerprints (please see instruction no.)</i>			
_____ 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

ACKNOWLEDGMENT RECEIPT
MEMBERS DATA CHANGE REQUEST

CID Number _____	MEMBERS _____ Signature over printed name/Date	RECEIVED _____ Signature over printed name/Date
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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, witness 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 reported 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