



**SOCIAL HOUSING FINANCE CORPORATION**  
a subsidiary of National Home Mortgage Finance Corporation

CORPORATE CIRCULAR CMP NO. **13-023**  
Series of 2013

**TO : ALL CMP HOMEOWNERS ASSOCIATIONS (HOAs) AND  
CMP-MOBILIZERS (CMP-Ms)**

**SUBJECT : STANDARD FORMAT FOR CMP MASTER LIST OF  
BENEFICIARIES WITH LOAN APPORTIONMENT  
(MBLA)**

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In line with the Corporation's objective to speed up processing of CMP loan applications and minimize the repeated resubmission of the Master List of Beneficiaries with Loan Apportionment (MBLA) due to errors in computation and frequent substitution of members, SHFC will provide to HOAs and CMP-Ms a standard MS Excel program which will be used for the completion of the MBLA.

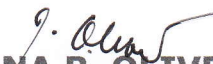
The program already has built-in formulas necessary for the various computations in the MBLA and also carries a self-checking system whenever there are errors in the data input.

The said program will ensure correctness of the MBLA and lessen the time spent by the Loan Examiners in reviewing the MBLA submitted by the HOAs/CMP-Ms.

The CA/CMP-M is required to submit, upon its application of new project/s to SHFC, a CD of the MBLA containing the data prescribed in the standardized MS Excel program. After evaluation of the information/data contained in the MBLA by the Loan Examination Department (LED), a hard copy of the same will be released to the CA/CMP-M for signature of the authorized signatories and for notarization of the said document.

The MS Excel program will be available for downloading at the SHFC website [www.shfcph.com.ph](http://www.shfcph.com.ph).

This Circular supersedes all previous Circulars and other issuances on the same subject and shall be effective immediately.

  
**MA. ANA R. OLIVEROS**  
President

March 13, 2013

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