**Replacement of Stale Check Checklist**

Payee:

Amount:

Particulars:

Supporting Documents: Two (2) copies collated

*(Put N/A if not applicable)*

* ***For individual***
* Request Letter (Validated and signed by Cashier Section)
* Photocopy of 2 ID Cards
* Photocopy of stale check
* Journal Entry Voucher / Disbursement Voucher
* SARO (if applicable)
* ***For Private Lending Institutions (PLIs)***
* Request Letter (Validated and signed by Cashier Section)
* Photocopy of stale check
* Journal Entry Voucher / Disbursement Voucher
* SARO (if applicable)

I hereby certify that above documents are complete and arranged as per checklist.

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Signature over Printed Name / Date

Email Address:

Contact Number/s: