

## LOAN APPLICATION AND AGREEMENT FORM

THIS APPLICATION MUST BE FULLY COMPLETED SIGNATURE WITNESSED BEFORE CONSIDERATION IS GIVEN

**A. NAME** MEMBERSHIP / FILE No .....

**Mr**  
**Mrs**  
**Ms** .....

First Name

Surname / Family Name

### B. EMPLOYMENT DETAILS

DEPARTMENT:..... OCCUPATION:..... POSITION:.....

EMPLOYMENT ADDRESS:..... CONTACT DETAILS:.....

EMAIL ADDRESS:..... YEARS OF SERVICE: .....

RESIDENTIAL ADDRESS: ..... STREET: ..... SECTION: ..... LOT: .....

Town/Suburb/Institution

### C. PERSONAL DETAILS

AGE / DATE OF BIRTH: ..... MARRIED  SINGLE  OTHER (.....)

NUMBER OF CHILDREN: ..... HOW MANY DO YOU LOOK AFTER ..... ARE THEY AT SCHOOL? .....

HOME VILLAGE: ..... DISTRICT ..... PROVINCE .....

NAME OF SPOUSE: ..... AGE ..... SPOUSE OCCUPATION: .....

SPOUSE EMPLOYER: ..... PHONE/MOBILE NO: ..... SPOUSE NET PAY: .....

Name & Postal Address

ACCOUNT TYPE: ..... BANK: .....

BRANCH: ..... BRANCH No: .....

ACCOUNT NAME: ..... ACCOUNT No: .....

### D. LOAN AMOUNT REQUIRED

I AM APPLYING FOR THE AMOUNT OF K

IN WORDS: (.....)

THIS IS MY:  FIRST LOAN SINCE JOINING  NEW LOAN  ADDITIONAL LOAN

I PROPOSE TO REPAY THIS LOAN FOR K ..... PER FORTNIGHT AS OF PPE: .....

#### FORTNIGHTLY DEDUCTIONS

LOAN REPAYMENT (L4) K.....

OTHER LOAN REPAYMENT K.....

SAVINGS K.....

CHRISTMAS CLUB K.....

HAMAMAS SAVINGS K.....

SCHOOL FEE CLUB K.....

TOTAL K.....

### E. LOAN PURPOSE

THE PURPOSE FOR THIS LOAN: (Give details with supporting documents and advise of how the cheque should be paid to you if loan is approved)

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**F.****LOAN AGREEMENT**

I DECLARE THAT ALL INFORMATION GIVEN IN SUPPORT OF THIS APPLICATION IS TRUE AND CORRECT IF APPROVED I UNDERTAKE TO DO THE FOLLOWING:

1. To repay the loan with all interest chargeable at a rate which shall be determined by the Board and its force from time to time at a rate of K ..... per fortnight and fortnightly thereafter until this loan together with all interest chargeable is fully paid.
2. To authorise the Society (Teachers Savings and Loan Society Ltd) to debit the amount of K ..... to my loan account as processing fee for an additional loan.
3. To execute the standard authority for Salary Section of my employer department to deduct such rate of repayment from my fortnightly salary and pay it direct to the Society (Teacher Savings and Loan Society Ltd).
4. I give my consent to TEACHERS SAVINGS AND LOAN SOCIETY LIMITED to release my personal and confidential information it holds to CREDIT AND DATA BUREAU LIMITED and or any other credit agency AND I DO FURTHER give my consent to TEACHERS SAVINGS AND LOAN SOCIETY LIMITED to enquire with CREDIT AND DATA BUREAU LIMITED or any other credit bureau agency for any credit facility I may have with such other credit agency and I DO FURTHER AUTHORISE CREDIT AND DATA BUREAU LIMITED to receive from TEACHERS SAVINGS AND LOAN SOCIETY LIMITED and to release such personal and confidential information to TEACHERS SAVINGS AND LOAN SOCIETY LIMITED.
5. To give any security which may be required of me by Board for the purpose of securing this loan and other loans with the Society AND FURTHER, I acknowledge that the currency of this loan agreement is subject to my continued employment with the Department of Education/ ..... and if for any reason, I cease to be employed by the department concerned then and without affecting my general liability under this agreement the following shall become effective immediate:-
  - (a) the Society shall be at liberty to apply my savings if any against any outstanding loan I may have had with the Society.
  - (b) If after such application an amount of money is still owed by me then the Society shall be entitled to cessations of employment entitlements or benefits that may accrue to me and apply it against the amount still owned by me. (This agreement is also an authority to the Department of Education / ..... to apply any such entitlements in the manner aforementioned before any final payment is made to me)
6. I hereby authorise the Society to debit my savings account (i.e. S1, S2, S3 or Hamamas Account) or any other account in my name at the Society with any amount due by me to the Society under this agreement.
7. Loan is subject to terms and conditions contained in the Loan Agreement.

DATED THIS ..... DAY OF ..... YEAR .....

Signature of Applicant .....

**SIGNED, SEALED AND DELIVERED  
(by the above mentioned applicant  
in the presence of the witness)**

Name: .....

Signature: .....

Occupation: .....

Address: .....

Phone / Mobile: .....



APPLICATION'S SIGNATURE  
VERIFIED BY SOCIETY OFFICER

NAME: .....

SIGN: .....

DATE: ...../...../.....

**G.****REFERENCE BY DEPARTMENT HEAD/SCHOOL INSPECTOR/HEADMASTER/MANAGER**

I, ..... Name ..... Job Title .....

Employment Address .....

Certify that ..... is a permanent employee of .....  
[Name of Application]

attached to the ..... School/ College/ Campus/ Divisional Branch and is due / not due for retirement or retrenchment and that he/she is not currently under any disciplinary actions instituted by the Department. To the best of my knowledge, the information given by the applicant is true. Should you wish to confirm this reference, you may contact me.

Signature: ..... Date: ...../...../..... Phone: .....

**Loan Policy**

All requests for loans shall be lodged in the form of the Society's Loan Agreement. The Loan Agreement must be completed in full.

All loan repayments and terms must be strictly adhered to the loan repayment schedule.

Additional security shall be taken out on any particular loan deemed necessary and the Society shall hold lien on all categories of members savings, against loans that she/ he may hold at any one time.

All loans delinquent from more than 30 days to 60 days shall be served 1st and 2nd reminder notices respectively and those that are delinquent for more than 90 days shall fall due immediately. Legal proceedings to recover bad loans shall be immediately instituted against those delinquent borrowers who fail to respond after their loans are delinquent for more than 90 days.

**DETAILS ON PAYMENT OF CHEQUE TO MEMBER [PAYMENT TO MEMBER AT THE COUNTER]**

I, ..... of ..... acknowledge receipt of  
 (Address)

Cheque Number ..... for the amount of K [ ..... ]  
 (in words)

Date: ...../...../..... Signature: .....  
 (The Member to Sign here)

**Identity verified by:**

Employer ID No. ....  
 Driving License No: .....  
 POSF/NASFUND No: .....  
 Signature of Society Officer: .....

**[PAYMENT TO BANK ACCOUNT/SMK/AGENT]**

This Cheque Number..... for the amount of K ..... has on the authority of the member been

Deposited into Bank ..... Branch ..... Account No. ....

Sent through SMK to ..... Post Office from..... Post Office.....

Picked up by member's Authorised Agent named ..... of (address) .....

(Note that the authorised Agent MUST provide a letter bearing the signature of the Applicant plus ID CARD)

Date: ...../...../..... Signature of Agent: ..... Signature of Society Officer: .....

Liabilities	value	Internal use
Bank - Overdraft		
- Other loans		
- Accured interest		
Other banks - Borrowings		
- Accured interest		
Mastercard (No ..... ) (Limit ..... )		
Visa (No. .... ) (Limit ..... )		
Other credit cards (Amex, etc)		
Loans on life policies		
Mortgages/Loans		
Owing to Asset charged		
1		
2		
Hire Purchase		
Company Asset charged		
1		
2		
Taxation due / /		
Other liabilities (details)		
Total liabilities		
Surplus		
Total (to agree with total assets)		

Assets	value	Internal use
Cheque Acs		
Access/Savings Acs		
- Other (Term Deposits etc)		
Accounts at other Banks		
House property / /		
Address		
In the name of:		
Purchased / / for		
Insured for		
Other property (details)		
Motor Vehicles		
Make ..... Model .....		
Make ..... Model .....		
Boat		
Govt or semi-govt bonds/deb's FV		
Share/registered debentures/notes MkV		
Furniture / household effects		
Life policies		
Date taken Sum Annual		
out Assured Premium Due		
1. / / / / S/V		
2. / / / / S/V		
Other assets (details)		
Superannuation / NPF		
Total assets		

Income (Monthly)	Internal Use
Business Income Sales	
Net profit self	
Salary (Net after tax & super)	
Spouse	
Overtime	
Part time employment	
Dividends/Interest	
Rent received	
Commission	
Other (details)	
Total Monthly income	
Less total Monthly outgoings	
Uncommitted Monthly income	

Commitments (Monthly)	Internal Use
House repayments /rent / board	
Other loans (detail)	
Mastercard/Visa	
Other credit cards	
<b>Taxation (if not deducted from income)</b>	
Life assurance premiums	
Car reins and running expenses	
Rates - council and water	
Fuel, light and power	
Education and fares	
Living expenses (food/clothing & personal)	
Other (eg. medical benefits, telephone)	
Total Monthly outgoings	

H.

FOR SOCIETY USE ONLY

DATE APPLICATION RECEIVED ...../...../.....

THIS APPLICATION IS  LOADED  NOT LOADED  ON FILE

HISTORY OF LAST TRANSACTION

Loan Date...../...../..... Amount K..... Purpose:..... Cheque No:.....

Withdrawal Date...../...../..... Amount K..... Purpose:..... Cheque No:.....

MEMBER'S STATEMENT

BALANCE AS PER FORTNIGHT ENDING: ...../...../.....

CURRENT FORTNIGHTLY PAYMENT

CURRENT BALANCE

SAVINGS	CHRISTMAS CLUB	SCHOOL FEE CLUB	HAMAMAS SAVINGS	LOAN	TOTAL
K	K	K	K	K	K
K	K	K	K	K	K

Verified by: .....  
(Society Officer)

NET WORTH K.....

NET DEBT K.....

MEMBER SERVICE OFFICER'S FINDINGS, RECOMMENDATION & DECISION

[LOAN PURPOSE CODE NO:.....]

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.....  
.....  
.....

- APPROVE IN FULL
- APPROVE WITH A REDUCED AMOUNT OF K.....
- DECLINE
- RECOMMENDED FOR MANAGEMENT DECISION

Name:..... Signature: ..... Date:...../...../.....

SENIOR MANAGEMENT RECOMMENDATION & DECISION

.....  
.....  
.....

- APPROVE IN FULL
- APPROVE WITH A REDUCED AMOUNT OF K.....
- DECLINE
- RECOMMENDED FOR MANAGEMENT DECISION

Designation: ..... Signature: ..... Date:...../...../.....

EXECUTIVE MANAGEMENT DECISION

Remarks: .....

- APPROVE IN FULL
- APPROVE WITH A REDUCED AMOUNT OF K.....
- DECLINE

Signature: ..... Date:...../...../.....

NOTE: Please ensure that all necessary documents to support this application are attached firmly to the application and that the irrevocable Authority to Deduct and PVA forms are also completed and attached.

IMPORTANT NOTE: Before you lodge your Loan Application, please make sure that all the necessary supporting documents including a recent payslip is attached to the application. Please consult your Member Services Officer if you have any queries.