


**THE MAURITIUS CIVIL SERVICE MUTUAL AID ASSOCIATION LTD**

5, Guy Rozemont Square, Port Louis Tel No.213 6060 Hotline : 212 4000 Fax No.:211 2441

**KEY FACTS IN CONTRACTS (KFIC) AND OTHER INFORMATION - FLOATING CHARGE LOAN**

**N.B:** Save Time by avoiding the peak period from 27th to 3rd of the next month and peak hours from 11.00 hrs to 13.00 hrs.

You are kindly requested to read the following instructions before completing your loan application.

**1.0 DOCUMENTS TO BE PRODUCED**

SN	The following documents should be submitted:
1	Original & Photocopy of <b>applicant's National Identity Card</b> and <b>Birth Certificate (KYC record)</b> . Online Birth Certificate is acceptable.
2	<b>Applicant's recent payslip / pension slip</b> (not more than 1 month). <i>E-payslip is acceptable.</i>
3	Letter from Ministry/Department certifying that applicant is: not under report, not on leave without pay, not involved in a police case, not on prolonged sick leave and also was not on prolonged sick leave recently. <b>Please note that the letter is valid for 4 weeks.</b> <i>E-certificate is acceptable.</i>
4	Original & photocopy of bank document <b>showing account number and name of applicant (if changed).</b>
5	Original & photocopy of either bank statement / utility bill (CEB/CWA/Mauritius Telecom) showing name and address not more than 3 months old of <b>applicant</b> (If utility bill is not in name of applicant, a written confirmation and copy of NIC should be secured from the utility bill account holder) or any other document showing relation ( <b>KYC record</b> ). <i>E-bills are acceptable.</i>
6	Letter of undertaking (where applicable).
7	Letter stating purpose of loan for any loan as from Rs1.5m.
8	Documentary evidence for (i) home loan purpose; or (ii) application of any loan as from Rs3m.
9	Letter for check-off to SICOM Ltd (applicable for parastatal bodies).

**ADDITIONAL UNDERTAKING FOR THE FOLLOWING DEPARTMENTS ;L';PNGKN**

SN.	NAMES OF DEPARTMENT	SN.	NAMES OF DEPARTMENT
1	Private Secondary Education Authority (PSEA)	7	Small and Medium Enterprises Development Authority (SMEDA)
2	Mauritius Telecom (MT)	8	Pensioners Sicom
3	Mauritius Ports Authority (MPA)	9	Pensioners (Loans Based On More Than One Pension)
4	State Informatics Ltd (SIL)	10	Cotton Bay
5	National Transport Corporation - NTC (NRB)	11	Mauritius Network Services (MNS)
6	National Empowerment Foundation (NEF)		

**2.0 ELIGIBILITY**

- 2.1 Only members who are 60 years old or younger employed in the **government / parastatal bodies** are eligible for the Floating Charge Loan. The loan will be based on the repayment capacity of the applicant.
- 2.2 The maximum loan ceiling of the Floating Charge Loan is **Rs 500,000**, subject to terms and conditions.
- 2.3 All conditions hereby mentioned are subject to age limit.
- 2.4 A new member who has benefited from a personal loan will be eligible for the Floating Charge Loan 6 months after satisfactory payment of all the instalments of his/her personal loan.
- 2.5 A new member on Permanent & Pensionable basis and reckoning at least 5 years of service can avail of the Floating Charge Loan directly without the need to take a Personal Loan.
- 2.6 Health Care Assistants (HCAs) reckoning at least 5 years' service are eligible to the Floating Charge Loan.
- 2.7 **In no case shall the total Mutual Aid deduction exceed 55% of the monthly eligible income / 40% of total monthly income of pensioners not withstanding section 2.1.** However, this is not applicable to institutions where there is 50% restriction on salary deduction.

**3.0 LOAN AMOUNT AND CONDITIONS**

- 3.1 Loan will be based on repayment capacity and subjected to terms and conditions. Please refer to the loan table for details of eligibility. The Floating Charge Loan will **not** be granted to those members who
- (i) reckon arrears in their repayment of earlier loans taken from the Association and /or are certified to be under report
- 3.2 The Association reserves the right to make amendments to any of its loan policies and/or procedures at any point in time. The Association furthermore reserves the right to apply such amendments to loans already approved and granted.**
- 3.3 The actual loan amount is based on eligibility and is not necessarily the same as the amount applied for.
- 3.4 The minimum loan application amount should not be less than Rs15,000.  
The disbursement amount should not be less than Rs5,000.
- 3.5 Application should be submitted by loanee in person at the registered office of the Association.
- 3.6 The loan shall be secured by a first rank floating charge on all the borrower's present and future assets including movable and immovable properties, undertaking and goodwill
- 3.7 Approval of loan is subject to terms and conditions.

**4.0 LOAN PERIOD**

- 4.1 Loans can be refunded in a maximum period of **240** months depending on the age of the applicant.  
*Note: About two months moratorium will be provided on loan repayment, thus the first deduction will be made by end of the 2nd month. Consequently, the loan period will be extended accordingly and the interest accrued during this period will be deferred and claimed after the maturity of the loan. This deferred interest would be indicated in the periodic loan statement issued to clients.*

**NOTES:**

- 5.1 Applicant must sign in the application form and should write in his/her own handwriting in the space provided in the application form the following : ***“Read and approved: good for the sum of Rupees ..... in principal to which shall be added the accrued interest.”***
- 5.2 For any new loans, the following deductions will be made :
- (1) The mutual solidarity contribution for the loan (Note : The solidarity contribution on loan is non-refundable and is payable to offset the loan in case of death);
- (2) The processing fee.
- 5.3 Renewal of loans can be made after 6 months EMI (Equated Monthly Instalment) have been refunded. However, if maximum eligible deduction has not been reached, the renewal can be done (at the earliest) the next month following disbursement.
- 5.4 The Association reserves the right not to approve a loan application in case of default of payment on any existing loans contracted by a loanee.
- 5.5 A waiting period of 6 months is mandatory for the grant of a Floating Charge Loan after the loanee has been granted a Personal Loan or as per condition at paragraph 2.4 above.
- 5.6 In case of default of payment on the part of a loanee, the total outstanding loan balance will be demandable *de plein droit* without judicial process.
- 5.7 Shareholders may download copies of the application form from the Web Site of the Association at the address: [www.mcsmutualaid.mu](http://www.mcsmutualaid.mu)
- 5.8 The Association reserves the right to reject a loan application after assessing the risk profile of the Applicant and to keep in abeyance the loan application of an applicant who is in litigation with the Association until the final outcome of the case.
- 5.9 There should not be any overwriting or use of correction fluid on the application form. All photocopies must be clear; all signatures affixed must be identical to that on the National Identity Card of bearer.
- 5.10 Shareholders are informed that it is mandatory for the Association to make necessary enquiry from the Mauritius Credit Information Bureau (MCIB) before approving, increasing or renewing any loan facilities and to provide the MCIB with relevant information regarding the present loan.

- 5.11 According to Section 52A of the Bank of Mauritius Act, it is mandatory that the 'Know Your Customer' (KYC) records of our members be submitted to the KYC Registry of the Bank of Mauritius.
- 5.12 In case a loanee is proceeding on any overseas leave, he/she shall communicate in writing to the Association his/her overseas address, prior to leaving the country. Non-submission of such information would be a breach of the loan contract.
- 5.13 In case borrower is abroad and the Standing Order Instruction has failed, the matter will be treated as a case of defrauding the Association of its property. The Association will proceed with legal action against the Applicant via the Central Criminal Investigation Department. The Association will also inform the Applicant's employer or institution of the above matter with the assistance of Embassies and Ministry of Home Affairs in the relevant countries.
- 5.14 When a loan renewal is granted to a member, the first EMI of the loan renewal will be deducted after two months. Consequently, the two instalments of the previous loan will be deducted from the capital balance of the new loan. For example, if the new loan is granted in March, the first EMI will be demandable in May. However, the EMI for March and April receivable for the previous loan will be deducted from the capital balance of the new loan.
- 5.15 For a loan buyback, the approval of a loan will be effective when a confirmation is received as to whether the amount due to the other institution(s) has been settled.
- 5.16 For any settlement of a Floating Charge Loan, the borrower will be required to pay a fee of Rs500 to the Registrar General Department for each property offered as collateral security. This fee is for the removal of the fixed charge (s) on the property or properties provided as collateral security.
- 5.17 A loan contract is valid when the proceeds of the loan have been credited to the account of the Applicant who is alive on that date.
- 5.18 Your request will be resolved on the spot if this is possible. In case you are not satisfied, you may refer to the 'Complaints Handling Policy and Procedures' as available on [www.mcsmutualaid.com](http://www.mcsmutualaid.com)  
Further information may be obtained by phone on the following numbers:  
213 0200 (queries on existing loan accounts) 212-4000 (general information)

## 6.0 MODE OF PAYMENT

- 6.1 Loan proceeds will be directly credited to applicant's bank account, as far as possible, within one week of application and registration. However, this is not applicable when there are external offsets.

## 7.0 RATE OF INTEREST

- 7.1 Interest rate is at **8.50% p.a (effective 05.02.25)** and is calculated daily based on the outstanding capital and is tagged to the Mutual Aid Base Rate (MBR). The interest rate will be automatically adjusted in case of any percentage change in the said MBR. Consequently, the loan maturity date may be increased or reduced to take into account fluctuations in interest rate during the loan period. Please note that the monthly loan instalment will remain the same.

## 8.0 FEES

- 8.1 Applicant will be required to pay a one off processing fee of **1%** on the loan amount together with a Mutual Solidarity Contribution (MSC) of **4.50 % - 6.00 %** to write off the loan in case of death. The effective date of the MSC is when the loan has been disbursed. Applicant will be charged **Rs150** as Bank of Mauritius (MCIB) fee. Registration fee to be borne by the Applicant.

The MSC to be applied depends on age as follows:

SN.	AGE	MSC RATE - %
1	Up to 45	4.50
2	More than 45 and up to 50	5.00
3	More than 50 and up to 55	5.50
4	More than 55	6.00

**9.0 LOAN TABLE – Interest Rate 8.50 % p.a (effective 05.02.25) (based on 55% deduction)**

LOAN AMOUNT	MINIMUM SALARY PER MONTH	MONTHLY INSTALMENT 240 MONTHS	MINIMUM SALARY PER MONTH	MONTHLY INSTALMENT 180 MONTHS	MINIMUM SALARY PER MONTH	MONTHLY INSTALMENT 120 MONTHS	MINIMUM SALARY PER MONTH	MONTHLY INSTALMENT 60 MONTHS
Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
25,000	394	217	448	246	564	310	933	513
50,000	789	434	895	492	1,127	620	1,865	1,026
75,000	1,183	651	1,343	739	1,691	930	2,798	1,539
100,000	1,578	868	1,790	985	2,254	1,240	3,730	2,052
125,000	1,972	1,085	2,238	1,231	2,818	1,550	4,663	2,565
150,000	2,367	1,302	2,686	1,477	3,381	1,860	5,595	3,077
175,000	2,761	1,519	3,133	1,723	3,945	2,170	6,528	3,590
200,000	3,156	1,736	3,581	1,969	4,509	2,480	7,461	4,103
225,000	3,550	1,953	4,028	2,216	5,072	2,790	8,393	4,616
250,000	3,945	2,170	4,476	2,462	5,636	3,100	9,326	5,129
275,000	4,339	2,387	4,924	2,708	6,199	3,410	10,258	5,642
300,000	4,734	2,603	5,371	2,954	6,763	3,720	11,191	6,155
325,000	5,128	2,820	5,819	3,200	7,326	4,030	12,123	6,668
350,000	5,523	3,037	6,267	3,447	7,890	4,339	13,056	7,181
375,000	5,917	3,254	6,714	3,693	8,454	4,649	13,989	7,694
400,000	6,311	3,471	7,162	3,939	9,017	4,959	14,921	8,207
425,000	6,706	3,688	7,609	4,185	9,581	5,269	15,854	8,720
450,000	7,100	3,905	8,057	4,431	10,144	5,579	16,786	9,232
475,000	7,495	4,122	8,505	4,678	10,708	5,889	17,719	9,745
500,000	7,889	4,339	8,952	4,924	11,271	6,199	18,651	10,258

The above figures have been rounded off to the nearest rupee and actual figures may differ slightly

IP/SB/31.07.25