



THE MAURITIUS CIVIL SERVICE MUTUAL AID ASSOCIATION LTD.

BRN: C1000071

KEY FACTS IN CONTRACTS (KFic) AND OTHER INFORMATION - FIXED CHARGE LOAN

N B : Save Time by avoiding the peak period from 27th to 3rd of the next month and peak hours from 10.30 hrs to 14.00 hrs.

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

Table with 4 main sections: 1.0 PURPOSE, 2.0 LOAN AMOUNT AND MODE OF PAYMENT, 3.0 LOAN PERIOD AND DEDUCTION, 4.0 RATE OF INTEREST. Each section contains numbered sub-points and detailed instructions.

5.0 SECURITY TO BE OFFERED

The following securities are acceptable:

- (i) First Rank Fixed Charge on property offered as security (title deed to be in the name of the borrower) or on property on which construction is projected (with bare ownership at least belonging to the applicant or on *which he/she has a 'droit de surelevation'*); or
- (ii) A '*Pari-Passu*' fixed charge provided that the total loan amount (i.e. Mutual Aid Fixed Charge Loan plus other loans secured by the same property) does not exceed 90% of the value of the property offered as security; or
- (iii) A land on which the applicant has acquired a '*droit de surélévation*' from his parents, brother or sisters and witnessed by a duly registered notarial deed; or
- (iv) In the case of leasehold in Rodrigues, permission/clearance (right of lease) from Government of Mauritius/Rodrigues Regional Assembly.
- (v) The Security for Fixed Charge Loan should not be on the Primary Residence of applicant.

6.0 LOAN COVERAGE FEE (LCF)

With the Mutual Aid Association - 5% of loan amount as contribution to **Mutual Solidarity Contribution** (MSC) (to cover death only).

7.0 OTHER COSTS

Processing Fee	(a) 1% of Loan Amount up to a maximum of Rs25,000. (b) For refinancing of loans with other institution, a processing fee of 1% with a maximum of Rs20,000 to be charged.
Registration Cost	25% will be borne by the Association.
Cost of inspection	

List of Land Surveyors

SN	Land Surveyor	Contact Numbers	Address
1	Dharamraz Appadoo	466-8933	1 st Floor Meldrum Tower Meldrum Street Beau-Bassin
2	Prime Pillar Valuations Services Ltd	467-5001	61 Avenue Des Goyaviers Quatre-Bornes
3	Aestima Ltd	697-0909	28 Leclezio Street Curepipe
4	G & P Realty Ltd	214-2221	Suite 406 St James Court St Denis Street Port Louis

7.1 Each applicant will be charged **Rs150** as Bank of Mauritius (MCIB) fee.

8.0 NOTES :

- 8.1 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.**"
- 8.2 The following fees will be charged :
 - (1) the **Mutual Solidarity Contribution** (MSC) for the loan. (**Note : Please note that the solidarity contribution on loan is non-refundable and is payable to offset the loan in case of death of loanee**);
 - (2) the Processing Fee; (3) MCIB fee (**Rs150**)
- 8.3 Application for a new loan can be made after 12 monthly payments subject to risk and repayment capacity assessment.
- 8.4 However, if the maximum eligible loan has not been reached, the renewal can be done the next month itself subject to risk and repayment capacity assessment.
- 8.5 Shareholders may download copies of the application form from our website: **www.mcsmutualaid.mu**
- 8.6 The Association reserves the right to reject a loan application after assessing his/herrisk profile of the Applicant and Security provided 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.

- 8.7 There should **not be any overwriting or use of correction fluid on the application form**. However in case of overwriting there must be signature of applicant. All photocopies must be clear; all signatures affixed must be identical to that on the National Identity Card of bearer.
- 8.8 In case a borrower 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/agreement**.
- 8.9 In case borrower is abroad and the Standing Order Instruction has failed and no deduction can be effected from his/her salary, the matter will be treated as a case of defrauding the Association of its property. The Association will proceed with legal action against the borrower via the **Central Criminal Investigation Department and Interpol**. The Association will also inform the borrower's employer or institution of the above matter with the assistance of Embassies and Ministry of Home Affairs in the relevant countries.
- 8.10 Shareholders are informed that it is mandatory for the Association to make necessary enquiry from the Mauritius Credit Information Bureau before approving, increasing or renewing any loan facilities and to provide the MCIB with relevant information regarding the present loan.
- 8.11 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.
- 8.12 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.
- 8.13 All loan agreements should be registered prior to disbursement.
- 8.14 Eligibility will be computed based on salary (include compensation), travelling and permanent allowances.
- 8.15 Other Terms and Conditions may apply subject to change in regulations / policies.
- 8.16 The applicant is strongly advised not to sign any agreement before this application is considered by MCSMAA and a loan offer is made to him/her by MCSMAA.
- 8.17 The applicant for a loan of Rs 4 million should not have a past history of defaults / arrears in loans (Mutual Aid and other institutions).
- 8.18 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.
- 8.19 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.
- 8.20 For any settlement of a Fixed 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.
- 8.21 A loan contract is valid when the proceeds of the loan have been credited to the account of the Applicant who is alive.

8.22 Contribution to the Retirement Savings Scheme (compulsory)

Applicant will be required to join the RSS and contribute as follows:

SN	LOAN AMOUNT (RS)	MONTHLY RSS CONTRIBUTION (RS)
1	Up to 3 Mn	200
2	More than 3 Mn and up to 4 Mn	300
3	More than Rs4 Mn	400

- 8.22.1 The accumulated RSS contribution will not be refunded until the loan has been fully settled.
- 8.23 Approval of loan is subject to terms and conditions.
- 8.24 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

Further information may be obtained by phone as follows: **213-0200 (Queries on existing loan accounts) 212-4000 (General Information) 213 0333 (Complaints).**

FXCLI /05.02.25

9.0 INDICATIVE LOAN TABLE – Interest Rate 7.50 % p.a (effective 05.02.2025) (based on 55 % deduction EXCLUDING PENSIONERS / TRAINEES / NON-CIVIL SERVANTS).

MAXIMUM LOAN AMOUNT	MINIMUM SALARY PER MONTH	MONTHLY INSTALMENT	MAXIMUM LOAN AMOUNT	MINIMUM SALARY PER MONTH	MONTHLY INSTALMENT
		420 MONTHS			420 MONTHS
Rs	Rs	Rs	Rs	Rs	Rs
100,000	1,226	674	1,900,000	23,292	12,811
200,000	2,452	1,348	2,000,000	24,518	13,485
300,000	3,678	2,023	2,100,000	25,744	14,159
400,000	4,904	2,697	2,200,000	26,970	14,833
500,000	6,129	3,371	2,300,000	28,196	15,508
600,000	7,355	4,045	2,400,000	29,421	16,182
700,000	8,581	4,720	2,500,000	30,647	16,856
800,000	9,807	5,394	2,600,000	31,873	17,530
900,000	11,033	6,068	2,700,000	33,099	18,205
1,000,000	12,259	6,742	2,800,000	34,325	18,879
1,100,000	13,485	7,417	2,900,000	35,551	19,553
1,200,000	14,711	8,091	3,000,000	36,777	20,227
1,300,000	15,937	8,765	3,100,000	38,003	20,902
1,400,000	17,163	9,439	3,200,000	39,229	21,576
1,500,000	18,388	10,114	3,300,000	40,455	22,250
1,600,000	19,614	10,788	3,400,000	41,680	22,924
1,700,000	20,840	11,462	3,500,000	42,906	23,598
1,800,000	22,066	12,136	-	-	-

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

10.0 DOCUMENTS TO BE PRODUCED

SN	The following documents should be submitted:
1	Original & Photocopy of applicant’s National Identity Card and Birth Certificate (KYC record) . Online Birth Certificate is acceptable.
2	Applicant’s recent payslip / pension slip (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. Please note that the letter is valid for 4 weeks. E-certificate is acceptable.
4	Original & Photocopy of bank document showing bank account number and name of applicant (if changed) .
5	Original & Photocopy of bank statement showing name and address / Utility Bill (CEB or CWA or Mauritius Telecom) - not more than 3 months old of applicant (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 (KYC record). <i>E-bills are acceptable.</i>
6	Original and photocopy of Title Deed and/or Notarial Deed certifying that land/property belongs to applicant. (PIN number should be included).
7	Site Plan.
8	Location Plan.
9	Valuation Report.
10	Original and photocopy of Marriage Certificate (<i>as applicable</i>).
11	Original & Photocopy of spouse’s National Identity Card and Birth Certificate (KYC record) (<i>as applicable</i>). Online Birth Certificate is acceptable.
12	Spouse’s recent payslip (not more than 1 month) (<i>as applicable</i>). <i>E-payslip is acceptable.</i>
13	Original and photocopy of National Identity Card of co-owner or usufruct holder(s).
14	Letter for check-off to SICOM Ltd (applicable for parastatal bodies).

ADDITIONAL UNDERTAKING FOR THE FOLLOWING DEPARTMENTS

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)		