

PART 2.1 MONTHLY INCOME / DEDUCTIONS OF APPLICANT

Monthly Income	Total (Rs)
Salary + Compensation + travelling + permanent allowances	
Less Monthly Deductions from payslips	Total (Rs)
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Total Deductions (Rs)	
Net Salary (Rs)	
% deduction	

PART 2.2 DESCRIPTION OF LAND OFFERED AS SECURITY (Title Deed to be Produced)

- Land/Property to be mortgaged to MCSMAA Ltd: TV Number: Transcription Date:.....
Area:..... Location.....
- Is applicant owner of Land/Property? Yes No If No, Name of Owner
What is the status of the Land/Property? Freehold Leasehold Prescribed PIN Number:.....
Indicate remaining period of Lease or Prescription date:
- Is Land/Property to be given **as security** already mortgaged? Yes No If yes, please give documentary evidence:
- Additional Security: Yes No If yes, please provide details
- Does another person have an interest in the Land/Property? Yes No If Yes, please give details and documentary evidence of loan amount and institution concerned:
Usufruct Owner Co-Owner Heir Others.....
- Will property be used as your personal residence and that of your spouse and family? Yes No If No, Please give details:

Note: The applicant is strongly advised not to sign any third party agreement before this application is considered by MCSMAA and a loan offer is made to him/her by MCSMAA.

2.3 Authorisation of Co-Owner/Usufruct-Owner:

Title : Mr/Mrs/Miss

Name :

NID No. (other Party) :

Address (if different) :

Tel. No. : **Mobile No.:** **Email :**

Signature (other Party): **Date**/...../.....

2.4 Authorisation of Co-Owner/Usufruct-Owner:

Title : Mr/Mrs/Miss

Name :

NID No. (other Party) :

Address (if different) :

Tel. No. : **Mobile No.:** **Email :**

Signature (other Party): **Date**/...../.....

2.5 Authorisation of Co-Owner/Usufruct-Owner:

Title : Mr/Mrs/Miss

Name :

NID No. (other Party) :

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Address (if different) :

Tel. No. : Mobile No.: Email :

Signature (other Party):,..... Date/...../.....

2.6 REQUEST FOR OFFSET OF EXISTING LOANS / ARREARS

I authorise the M.C.S. Mutual Aid Association Ltd to offset my existing loans/arrears with Mutual Aid and other institutions (as per below) from the loan applied with the Association.

2.7 DECLARATION FROM BORROWER : LOANS WITH OTHER INSTITUTIONS (IF APPLICABLE)

I have commitments or loans with other institution/(s) as follows:

SN.	Lending Institution	Purpose of Loan	Original Loan Amount (Rs)	Term (Months)	Arrears as at (Rs)	Loan Balance as at (Rs)	To Offset (Rs) (Yes/No)
1							
2							
3							
TOTAL							

Reasons for arrears :

2.8 EMAILING OF STATEMENTS OF ACCOUNT (BORROWER)

Declaration:

I hereby declare that I am perfectly aware of the risks inherent to sending and receiving of statements of accounts by e-mail. These include, but are not limited to, documents being sent to impersonated e-mail addresses and / or wrong recipients, email accounts being hacked, or attacked by computer viruses and thus exposing my statements to third parties and I agree to bear all the consequences thereof. I shall be responsible for updating my e-mail address details with the M.C.S. Mutual Aid Association Ltd as and when necessary.

The M.C.S. Mutual Aid Association Ltd shall not be responsible for any of the consequences in the event I fail or delay in updating my e-mail address when so requested.

I shall inform the M.C.S. Mutual Aid Association Ltd promptly in case of any error or if I become aware that my e-mail account has been compromised in any way. The M.C.S. Mutual Aid Association Ltd shall in no way be responsible for any of the consequences if I fail to notify it of such events. I undertake to hold the M.C.S. Mutual Aid Association Ltd and / or any of its agents harmless in the execution of the above instructions and not to enter any action whatsoever against the aforesaid parties. I hereby waive any such rights I might have accordingly. The present authorization shall remain valid until written revocation by me.

2.9 LOAN DEDUCTION AUTHORITY FROM PENSION PAYABLE BY ACCOUNTANT GENERAL / SICOM LTD

Following application of loan from the M.C.S. Mutual Aid Association Ltd, I do hereby authorise **The Accountant General/SICOM Ltd** to deduct from **my retiring gratuity, cash in lieu of sick leave / passage benefits / refund of pension contribution and other retirement benefits**, any amount which is subsequently claimed by the M.C.S. Mutual Aid Association Ltd.

I also agree that gratuity / cash in lieu of sick leave / passage benefits and other retirement benefits shall be paid to me after deducting loan balances from the M.C.S. Mutual Aid Association Ltd. I undertake not to revoke this instruction without the written consent of the M.C.S. Mutual Aid Association Ltd.

4.0 LOAN APPLICATION PROCESSING FOR OFFICE USE

FXCL / 15.07.24

<p>4.1 ACKNOWLEDGEMENT / 'PEP'/'HNWI' / UNSC VERIFICATION</p> <p>1. Is customer a (i) 'PEP' (ii) 'HNWI'</p> <p>Applicant 'PEP': YES: <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Applicant 'HNWI': YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>2. UNSC check for Applicant (please tick)</p> <p><input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE <input type="checkbox"/> FALSE POSITIVE</p> <p>Name : Post:.....</p> <p>Signature: Date:/...../.....</p> <p>3. Risk Category of Customer (please tick):</p> <p><input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High</p> <p>Reason for risk category :</p> <p>'PEP'/'HNWI' / HIGH RISK Transaction authorized by Senior Management (Please delete as appropriate)</p> <p>Signature: Date:/...../.....</p>	<p>4.4 MAXIMUM LOAN GRANTABLE</p> <p>(i) Loan amount applied for (LA) Rs.....</p> <p>(ii) Valuation of Property (VP)</p> <p>Land : Rs</p> <p>Construction : Rs</p> <p>Total : Rs.....(VP)</p> <p>% of loan (LA/VP) :</p> <p>Signature :Manager (Corporate)</p> <p>Date :/...../.....</p> <p>4.5 QUALITY ASSURANCE (QA) CHECK / ELIGIBILITY TEST</p> <p>Passed <input type="checkbox"/> Failed <input type="checkbox"/></p> <p>Payment mode:</p> <p>Cheque : <input type="checkbox"/> EFT : <input type="checkbox"/></p> <p>Performed by: Post:.....</p> <p>Signature:..... Date :/...../.....</p>	<p>4.7 LOAN PAY OFF / INPUT / AUTHORISATION</p> <p>MSC not charged on previous loan Rs.....</p> <p>TOD Balance: (HACCBAL) Rs.....</p> <p>HPAYOFF :</p> <p>Loan TypeRs.....</p> <p>Loan TypeRs.....</p> <p>Loan TypeRs.....</p> <p>Other deductions :Rs.....</p> <p>Loan input by: Loan No. (HOAACL):</p> <p>Name: Post:.....</p> <p>Signature: Date:/...../.....</p> <p>Loan authorized by :</p> <p>Name: Post:.....</p> <p>Signature: Date:/...../.....</p>
<p>4.2 MCIB VERIFICATION</p> <p>Ref No:.....</p> <p>Maker (Name): Post:.....</p> <p>Signature: Date:/...../.....</p>	<p>4.3 EDITING OF DATA:</p> <p>Name : <input type="checkbox"/> Department: <input type="checkbox"/></p> <p>Bank details : <input type="checkbox"/> Status : <input type="checkbox"/></p> <p>Telephone No.: <input type="checkbox"/> Email : <input type="checkbox"/></p> <p>Address: <input type="checkbox"/> Others: <input type="checkbox"/></p> <p>Maker (Name): Post:</p> <p>Signature:..... Date:/...../.....</p> <p>Checker (Name): Post:</p> <p>Signature:..... Date:/...../.....</p>	<p>4.6 LOAN APPLICATION REVIEWED BY LOAN COMMITTEE MEMBERS</p> <p>(1) Name:.....Post:.....</p> <p>Signature:..... Date :/...../.....</p> <p>(2) Name:..... Post:.....</p> <p>Signature:..... Date :/...../.....</p> <p>(3) Name : Post:.....</p> <p>Signature:..... Date :/...../.....</p>
<p>4.8 LOAN REVIEWED BY:</p> <p>1. Senior Operations Officer (SOO)</p> <p>Name :</p> <p>Signature: Date:/...../.....</p> <p>2. Manager (Loans & Deposits)</p> <p>Name :</p> <p>Signature: Date:/...../.....</p>		
<p>4.9 COMPUTATION OF EQUATED MONTHLY INSTALMENT (EMI)</p> <p>Loan Amount: Rs Refund period:.....(months) Rate of Interest.....% EMI: Rs.....</p> <p>Name :Manager (Finance) Signature :..... Date :/...../.....</p>		

5.0 CHECK LIST OF DOCUMENTS

SN	The following documents should be submitted:	CS (✓/X)	QC (✓/X)
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. E-payslip is acceptable.		
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). E-bills are acceptable.		
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 (as applicable).		
11	Original & Photocopy of spouse's National Identity Card and Birth Certificate (KYC record) (as applicable). Online Birth Certificate is acceptable.		
12	Spouse's recent payslip (not more than 1 month) (as applicable). E-payslip is acceptable.		
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).		
SIGNATURE			

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)		

TD/NR/SB/11.07.24