BRN : C10000071

THE MAURITIUS CIVIL SERVICE MUTUAL AID ASSOCIATION LTD
5, Guy Rozemont Square, P. Louis Tel. No. 213 6060 (30 lines) Hotline. 212 4000 Fax No. 211 2441
Email : m.c.s.mutualaid@intnet.mu Web site:www.mcsmutualaid.com

HOUSEHOLD EDUCATIONAL LOAN APPLICATION FORM

HEL / 01.06.23

1.0 Office Use

Loan Type: Renewal: NA New: ☐ Rate of Interest……..……% p.a Loan offset *(see note)* : Yes ☐ No ☐

CIF : ☐☐☐☐☐☐☐☐☐ **LOAN NO.** ☐☐☐☐☐☐☐☐☐

Risk Category of Customer *(please tick)*: ☐ **Low** ☐ **Medium** ☐ **High** *Reason for risk category :*……

Maker (Name): ……..….. Post:……. Signature:……Date: ……..Checker (Name): ……Post:…….. Signature:……..…Date: ……

1.1 Loan Amount Eligible Rs: _____ Client informed by phone when loan amount is different: Yes ☐ No ☐

Refund Period (months) : _____ Maker (Name): ……..…… Post:…… Signature:…… Date: …../……/…...

Checker (Name):……..…. Post:……..…. Signature:…… Date: ……/……/……..

1.2 ***Important Note:*** ***The Association reserves the right to contact the Ministry/Department/Accountant General/SICOM Ltd for verification of the original documents prior to processing of the loan application.***

1.2.1 ***The applicant agrees that the employer be allowed to be communicated the particulars of the loan whenever required.***

1.3 In order to improve Customer Service, M.C.S. Mutual Aid Association Ltd will send statements via email, unless otherwise instructed.

2.0 PART 2.0 TO 3.0 TO BE FILLED IN BY APPLICANT AND SPOUSE (IN BLOCK LETTERS)

Surname (Mr/Mrs/Miss) ……..…… Surname at Birth …..……

First Name……..…….…… Email: ……..……

N.I.C. No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Place of Birth : ……Marital Status (*Please tick*): Single : ☐ Married: ☐ Divorced: ☐ *(evidence to be attached)*

Dept/Ministry……..Paysite Code / Pen No. ☐☐☐☐☐☐☐

Tel. No. (Office)……Tel. No. (Home)…… Mobile No. 5☐☐☐☐☐☐☐

Post Held…… Monthly salary Rs ……..…… Loan Amount Rs……..…… Refund period ……. months

Bank Name……..…… Loan for **Self / Ward** ……..……..…

Bank Branch…… Bank A/c No.: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Home Address……

……

Relationship with Guarantor (s) (Please tick if applicable): (1) Spouse ☐ (2) Son ☐ (3) Daughter ☐ (4) Father ☐ (5) Mother ☐

Did you derive net income exceeding Rs15m during any financial year or own assets above Rs50m (including assets owned by spouse and dependent children)? Yes ☐ No ☐

2.1 TO BE FILLED BY SPOUSE

Surname (Mr/Mrs): ……..……

First Name: …….... Place of Birth :……..……

N.I.C. No. ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Surname at Birth: ……..…….... Date of Marriage : ……

Matrimonial Regime : …… Email : ……..……

Post Held: ……..……..……..…… Monthly salary Rs ……,……....……

Name of organization: …….. Salary Reference: ☐☐☐☐☐☐☐

Organisation operational since :……..……..

Tel. No. (Office)……Tel. No. (Home)……..……Mobile No. 5☐☐☐☐☐☐☐

Bank Name……..…… Bank Branch……..……

Bank A/c No.: ☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Did you derive net income exceeding Rs15m during any financial year or own assets above Rs50m (including assets owned by spouse and dependent children)? Yes ☐ No ☐

Home Address :……..…….……

……..…….……

I/We, the undersigned, hereby apply for a loan of Rupees …….

……..(Rs…….) from the Mauritius Civil Service Mutual Aid Association (MCSMAA Ltd) in accordance with Articles 1 to 6 of the By-Laws of the Association and Article 7.1.1 of the Constitution of the MCSMAA Ltd and hereby, consequently authorise the deduction of the monthly loan abatement from my salary/pension.

I/We hereby authorize the MCSMAA Ltd to make necessary enquiry from the Mauritius Credit Information Bureau (MCIB) regarding any loan facilities previously granted to me/us by any financial institution in Mauritius and to provide the MCIB with relevant information on the present loan facilities. I/We have been informed by the MCSMAA Ltd of the functions of the MCIB.

I/We also authorize the MCSMAA Ltd to submit my/our 'Know Your Customer' (KYC) records to the KYC Registry of the Bank of Mauritius.

I/We am/are fully aware of the provisions applicable under the Data Protection Act. I/We consent that you use, update and process the data and keep the details given to you in a database. The purpose of data collection is to process and monitor the loan. It is mandatory to provide data, else MCSMAA Ltd will not process the loan. Once the application has been processed, all data will be destroyed as per legal requirements.

I/We agree to the MCSMAA Ltd sending me/us an SMS/Text Messages regarding my/our loan account on my/our above mobile phone number. I/We solemnly affirm that the above mobile number submitted by me/us to the MCSMAA Ltd is duly registered under my/our name with my/our mobile service provider. I/We undertake to compensate MCSMAA Ltd in the event it becomes liable to any third party as a result of this number being false or otherwise inexact. I/We undertake to inform immediately in writing the MCS Mutual Aid Association Ltd in case of any changes in the personal data provided above. I/We agree to receive statement of loans at regular intervals from the MCS Mutual Aid Assn. Ltd by the email given above.

I/We am/are fully aware that providing any false or misleading information to MCSMAA Ltd in connection with my/our customer due diligence requirements, I/We shall commit an offence under section 17(C)(6) of the Financial Intelligence and Anti-Money Laundering Act 2002 and shall be liable to a fine not exceeding MUR 500,000 and to imprisonment for a term not exceeding 5 years. I/We **am/are/ am/are not / under report/ involved in a police case / under prosecution before a court of law / subject to any freezing order**.(*delete as appropriate*). I/We am /are aware of the 'Complaints Handling Policy and Procedures' available on **www.mcsmutualaid.com**

2.2 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.

2.3 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 : …….

2.4 EMAILING OF STATEMENTS OF ACCOUNT (BORROWER & GUARANTORS)

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.

2.5 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.

2.6 DECLARATION FOR ADDITIONAL INCOME (IF APPLICABLE)

I/We hereby inform you that I/We have sufficient income to repay the loan that I/We intend to take from the Mutual Aid Association. Details of my/our additional income **per month** are as follows:

SN	Post:……(Non Member)			
	DETAILS OF ADDITIONAL INCOME	**MEMBER (Rs)**	**SPOUSE (Rs)**	**TOTAL (Rs)**
1	Rental Income			
2	Income from sale of vegetables			
3	Income from sale of snacks/others(to specify)			
4	Income from other job like part-time gardening/driving/sale of garments, private tuition/others(to specify)			
5	Old aged /Other pension			
6	Travelling allowances / grant and other income			
7	Interest receivable on fixed deposits/Savings/Bonds			
	Total additional income per month			

I/We hereby declare that the above information is true and correct.

Name of Spouse: …….. Signature of spouse: ……. Date :…….

Signature of Applicant :…… Date :…….

2.7

As 'Co-emprunteur' I bind myself, jointly and in solido with the Applicant and also renounce to my "benefice de discussion", to repay in full to the Mauritius Civil Service Mutual Aid Association Ltd, through salary deduction or standing order, any balance which may be due to the Association in respect of the loan and the interest thereon, should the Applicant resign, or be dismissed from the service, or otherwise fail to repay the said loan in terms of this agreement. I also give an unequivocal authorization to my employer to make salary deduction as requested by the Association. I have read and understood the **"Key Facts in Contracts (KFiC) and other Information"** for both **borrower** (Ref. KF1) and **guarantors** (Ref. KF3). I am aware of my rights and responsibilities as mentioned in the "Key Facts in Contracts (KFiC) and other Information for Loanees / Guarantors / Depositors" (Ref. KF2).

I am aware that as 'Co-emprunteur', I am liable for the full amount of the debt of the borrower as if I am the borrower myself. I have been informed that I may seek independent legal or other advice before signing this guarantee. I sign this document as 'Co-emprunteur' in full knowledge of its intent and purpose and of my liabilities. I agree to refund the loan balance (based on joint income) in case of divorce or change of matrimonial regime.

The basis for joint deduction is on a legal principle of marriage regime under "*Communaute de Bien*" (Article 1409 of the Code Civil).

I acknowledge having read and agreed the above terms and conditions in this loan contract and hereby declare that the information I have given on this loan contract is true and correct and also approve the loan amount as below:

*** Please write in **WORDS** and in your **own handwriting** in the spaces provided: "**Read and approved. Good for the sum of Rupees……..…….. in principal to which shall be added the accrued interest**".*

SPOUSE ***Name :*** …… ……	** Wording: …… …… ……	**Signature:** …… **Date:** ……/…../….

3.0 PART 3.0 - CONTRACT : TO BE FILLED IN AND SIGNED BY APPLICANT AND GUARANTORS ACKNOWLEDGEMENT: UNDERTAKING TO REFUND BY INSTALMENTS

I acknowledge having received from the Association the sum of Rupees…….. ……..as loan, subject to the conditions of my membership of the Association and its rules and By-laws.

I undertake to refund this loan by equal monthly and consecutive instalments of Rs…….. in ……. months by deduction from my salary, fees, allowances and retirement benefits accruing to me without prejudice to the refund being made otherwise and on being accepted by the Mauritius Civil Service Mutual Aid Association Ltd.; each such instalment shall be calculated as per the reimbursement table of the Association and shall represent an instalment of the principal amount and of interest rate applicable. Such instalment shall be paid not later than the 28th of each month. The difference of the EMI to be deducted monthly through direct check off or Standing Order from my spouse Bank Account and shall honour the payment not later than the 28th of each month.

The Association shall have the right, in its sole discretion and without prior notice, to change the rate of interest each time the Association's base lending rate (MBR) is altered or the margin over the MBR is altered.

Consequently, I agree that the loan maturity date may be extended or reduced to take into account fluctuations in interest rate during the loan period. However, the monthly loan instalment will remain the same. I undertake to pay all charges in connection with the loan including the Mutual Solidarity Contribution, prior to granting of the loan. In case of any default in payment of any instalment at the due date, the entire balance of the loan together with any interest due shall become immediately due and demandable, at the option of the Association.

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.

I also undertake to refund any such loan balance, as may be required, together with any interest due in case of early retirement via a Voluntary Retirement Scheme (VRS) or for any reason and hereby authorise that the amount due be deducted from my gratuity, lump sum or any amount payable to me by my employer, *Accountant General, SICOM Ltd or such other institutions responsible for payment of pension. I understand that on retirement I undertake to use part or whole of my retirement gratuity to make a part-payment on my loan balance so as to reduce the monthly deduction from my pension.* I also give an unequivocal authorization to my employer to make salary deduction as requested by the Association. I do hereby give consent to the Accountant General to disclose to the Mutual Aid Association information regarding my retirement. I also empower the Accountant General to deduct from my retiring lump sum and benefits any sum accruing to the Mutual Aid Association.

If after loan disbursement, I join the private sector and I cannot refund the outstanding loan balance immediately, I agree to refund the balance through standing order and the interests will be readjusted at Personal Loan rate on the outstanding balance.

In case I am proceeding on any overseas leave, I shall communicate in writing to the Association my overseas address, prior to leaving the country. I understand that non submission of such information would be **a breach of the loan contract/agreement**.

I understand that in case I am abroad and the Standing Order Instruction has failed and no deduction can be effected from guarantor's salary, the matter will be treated as a case of defrauding the Association of its property. I understand that the Association will proceed with legal actions against me and my guarantor(s) via the **Central Criminal Investigation Department and Interpol**. I understand that the Association will also inform my employer of the above matter with the assistance of Embassies and Ministry of Home Affairs in the relevant countries.

I agree to refund the loan balance (based on joint income) in case of divorce or change of matrimonial regime. I have read and understood the "Key Facts in Contracts (KFiC) and other Information" (Ref. KF1). I am aware of my rights and responsibilities as mentioned in the "Key Facts in Contracts (KFiC) and other Information for Loanees / Guarantors / Depositors" (Ref. KF2).

I acknowledge having read and agreed the above terms and conditions in this loan contract and hereby declare that the information I have given on this loan contract is true and correct and also approve the loan amount as below:

Please write in words and in your own handwriting in the spaces provided: "Read and approved. Good for the sum of Rupees…….. in principal to which shall be added the accrued interest."

* **Wording** ……..……

……

Applicant's Signature …. …….. Date……../……./…..….

3.1 PART 3.1 TO 3.4 TO BE FILLED IN BY GUARANTOR/S

DETAILS	**GUARANTOR 1 - CIF :**	**GUARANTOR 2 - CIF :**
Surname (Mr/Mrs/Miss):		
First Name		
Place of Birth		
Surname at Birth		
Marital Status: *(Please tick as appropriate)*	Single / Married / Divorced / (*evidence to be attached)*	Single / Married / Divorced / (*evidence to be attached)*
NIC No.		
Dept/Ministry		
Post Held		
Pay Site Code		
Home Address		
Tel. No.: Office, Home, and Mob No.		
State relationship with Applicant or other Guarantors (*to mention which Guarantor*) *(Please tick if applicable)*	Spouse / Son / Daughter / Father / Mother Others (*specify*) ……..	Spouse / Son / Daughter / Father / Mother Others (*specify*) ……..
Email address		
Income & Wealth Status	Did you derive net income exceeding Rs15m during any financial year or own assets above Rs50m (including assets owned by spouse and dependent children)? Yes ☐ No ☐	Did you derive net income exceeding Rs15m during any financial year or own assets above Rs50m (including assets owned by spouse and dependent children)? Yes ☐ No ☐
DETAILS	**GUARANTOR 3 - CIF :**	**GUARANTOR 4 - CIF :**
Surname (Mr/Mrs/Miss):		
First Name		
Place of Birth		
Surname at Birth		
Marital Status: *(Please tick as appropriate)*	Single / Married / Divorced / (*evidence to be attached)*	Single / Married / Divorced / (*evidence to be attached)*
NIC No.		
Dept/Ministry		
Post Held		
Pay Site Code		
Home Address		
Tel. No.: Office, Home, and Mob No.		
State relationship with Applicant or other Guarantors (*to mention which Guarantor*) *(Please tick if applicable)*	Spouse / Son / Daughter / Father / Mother Others (*specify*) ……..	Spouse / Son / Daughter / Father / Mother Others (*specify*) ……..
Email address		
Income & Wealth Status	Did you derive net income exceeding Rs15m during any financial year or own assets above Rs50m (including assets owned by spouse and dependent children)? Yes ☐ No ☐	Did you derive net income exceeding Rs15m during any financial year or own assets above Rs50m (including assets owned by spouse and dependent children)? Yes ☐ No ☐

I/We hereby authorize the MCSMAA Ltd to make necessary enquiry from the Mauritius Credit Information Bureau (MCIB) regarding any loan facilities previously granted to me/us by any financial institution in Mauritius and to provide the MCIB with relevant information on the present loan facilities. I/We have been informed by the MCSMAA Ltd of the functions of the MCIB. I/We also authorize the MCSMAA Ltd to submit my/our 'Know Your Customer' (KYC) records to the KYC Registry of the Bank of Mauritius.

I/We am/are fully aware of the provisions applicable under the Data Protection Act. I/We consent that you use, update and process the data and keep the details given to you in a database. The purpose of data collection is to process and monitor the loan. It is mandatory to provide data, else MCSMAA Ltd will not process the loan. Once the application has been processed, all data will be destroyed as per legal requirements.

I/We agree to the MCSMAA Ltd sending me/us an SMS/Text Messages regarding my/our loan account on my/our above mobile phone number. I/We solemnly affirm that the above mobile number submitted by me/us to the MCSMAA Ltd is duly registered under my/our name with my/our mobile service provider. I/We undertake to compensate MCSMAA Ltd in the event it becomes liable to any third party as a result of this number being false or otherwise inexact. I/We undertake to inform immediately in writing the MCS Mutual Aid Association Ltd in case of any changes in the personal data provided above. I/We agree to receive statement of loans at regular intervals from the MCS Mutual Aid Assn. Ltd by the email given above.

I/We am/are fully aware that providing any false or misleading information to MCSMAA Ltd in connection with my/our customer due diligence requirements, I/We shall commit an offence under section 17(C)(6) of the Financial Intelligence and Anti-Money Laundering Act 2002 and shall be liable to a fine not exceeding MUR 500,000 and to imprisonment for a term not exceeding 5 years. I/We am / are / am not / under report/ involved in a police case / under prosecution before a court of law / subject to any freezing order.(delete as appropriate).

I/We am / are aware of the 'Complaints Handling Policy and Procedures' available on **www.mcsmutualaid.com**

3.2

As guarantor, I bind myself, jointly and in solido with the Applicant and also renounce to my "benefice de discussion", to repay in full to the Mauritius Civil Service Mutual Aid Association Ltd, through salary deduction, any balance which may be due to the Association in respect of the loan and the interest thereon, should the Applicant resign, or be dismissed from the service, or otherwise fail to repay the said loan in terms of this agreement. I also give an unequivocal authorization to my employer to make salary deduction as requested by the Association. I have read and understood the **"Key Facts in Contracts (KFiC) and other Information"** for both **borrower** (Ref. KF1) and **guarantors** (Ref. KF3). I am aware of my rights and responsibilities as mentioned in the "Key Facts in Contracts (KFiC) and other Information for Loanees / Guarantors / Depositors" (Ref. KF2).

I am aware that as guarantor, I am liable for the full amount of the debt of the borrower as if I am the borrower myself. I have been informed that I may seek independent legal or other advice before signing this guarantee. I sign this document as guarantor in full knowledge of its intent and purpose and of my liabilities. I understand I cannot opt out of this loan contract once the application has been processed unless the loan has been fully settled.

3.3 GUARANTOR/S PART – *not applicable for Mutual Aid Quick Loan*

As **sole guarantor** */ **guarantors** * of Mr/Mrs/Miss ……..……..……., **I / we *** undertake to **repay jointly and in solido** to the M.C.S. Mutual Aid Association Ltd full / half / quarter of outstanding **balance** which may be due in case the ***loanee fails to repay the said loan***. In that respect, **I authorize 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 subsequently claimed by the M.C.S. Mutual Aid Association Ltd.

I /We undertake not to revoke this instruction **without** the written consent of the M.C.S. Mutual Aid Association Ltd.

3.4

As guarantor/s I/We acknowledge having read and agreed the above terms and conditions in this loan contract and hereby declare that the information I/we have given on this loan contract is true and correct and also approve the loan amount as below:

TO ACT AS SOLE GUARANTOR - *Note: This is not applicable for a loan above **Rs1 million.***

I Mr/Miss/Mrs……..…… agree to stand as sole guarantor.

Signature of sole guarantor :…… Date:……../……./……..

******* Please write in **WORDS** and in your **own handwriting** in the spaces provided: "**Read and approved. Good for the sum of Rupees…….…….. in principal to which shall be added the accrued interest**".*

GUARANTOR 1 ***Name :*** …… ……	** Wording: …… ……	**Signature:** …… **Date:** ……/…../….
GUARANTOR 2 ***Name :*** …… ……	** Wording: …… …… ……	**Signature:** …… **Date:** ……/…../….
GUARANTOR 3 ***Name :*** …… ……	** Wording: …… …… ……	**Signature:** …… **Date:** ……/…../….
GUARANTOR 4 ***Name :*** …… ……	** Wording: …… ……	**Signature:** …… **Date:** ……/…../….

HEL/ 01.06.23

4.0 LOAN APPLICATION PROCESSING OFFICE USE

4.1 ACKNOWLEDGEMENT / 'PEP'/'HNWI' / UNSC VERIFICATION

1. *For Applicant*

Is customer a (i) 'PEP' (ii) 'HNWI'

Applicant '**PEP**': YES: ☐ NO ☐

Applicant '**HNWI**': YES ☐ NO ☐

2. *For Spouse*

Is Spouse a (i) 'PEP' (ii) 'HNWI'

Spouse: (i) 'PEP': YES: ☐ NO ☐ (ii) '**HNWI**':YES ☐ NO ☐

3. *For Guarantors*

Is guarantor a (i) 'PEP' (ii) 'HNWI'

G1: (i) 'PEP': YES: ☐ NO ☐ (ii) '**HNWI**': YES ☐ NO ☐

G2: (i) 'PEP': YES: ☐ NO ☐ (ii) '**HNWI**': YES ☐ NO ☐

G3: (i) 'PEP': YES: ☐ NO ☐ (ii) '**HNWI**': YES ☐ NO ☐

G4: (i) 'PEP': YES: ☐ NO ☐ (ii) '**HNWI**': YES ☐ NO ☐

4. UNSC check for Applicant (*please tick*)

☐ POSITIVE ☐ NEGATIVE ☐ FALSE POSITIVE

5. UNSC check for Spouse (*please tick*)

☐ POSITIVE ☐ NEGATIVE ☐ FALSE POSITIVE

6. UNSC check for Guarantors (*please tick*)

G1: ☐ POSITIVE ☐ NEGATIVE ☐ FALSE POSITIVE

G2: ☐ POSITIVE ☐ NEGATIVE ☐ FALSE POSITIVE

G3: ☐ POSITIVE ☐ NEGATIVE ☐ FALSE POSITIVE

G4: ☐ POSITIVE ☐ NEGATIVE ☐ FALSE POSITIVE

Name: ……..…….. Post……...……

Signature: ……....Date: ……/…..…/……..

'PEP'/'HNWI' Transaction authorized by Senior Management *(Please delete as appropriate)*

Signature: ……..…Date:……/……../…...

4.2 MCIB VERIFICATION

Ref No:……..…

Maker (Name): ……..…….Post:…..……

Signature:…… Date: ……../…...…/…….

4.3 EDITING OF DATA:

Name : ☐ Department: ☐

Bank details : ☐ Status : ☐

Telephone No.: ☐ Email : ☐

Address: ☐ Others: ☐

Maker (Name): ……..…… Post:…..……

Signature:…… Date: ……../……../…...

Checker (Name):…… Post:…..……

Signature:…..…….Date: …./……../……..

4.4 QUALITY ASSURANCE (QA) CHECK / ELIGIBILITY TEST

Passed ☐ Failed ☐

Payment mode:

Cheque : ☐ EFT : ☐

Performed by: …….. Post:…..……

Signature:……. Date: …..…/…..…/……

4.5 LOAN APPLICATION REVIEWED BY LOAN COMMITTEE MEMBERS

(1) Name:……..... Post:…..……

Signature:……..…… Date :…..…/……/…

(2) Name:……..... Post:…..……

Signature:……..… Date :…..…/……/……

4.6 LOAN PAY OFF / INPUT / AUTHORISATION

MSC not charged on previous loan Rs……

TOD Balance: (HACCBAL) Rs…….

HPAYOFF :

Loan Type ……..Rs……

Loan Type ……..Rs……..…..

Loan Type ……..…Rs……

Other deductions :Rs……..……..…

Loan input by:

Loan No. (HOAACLA): ……..……

Name: ……..…… Post:…..……

Signature: ……..……..Date: ……. /….. /……

Loan authorized by :

Name: ……..…… Post:…..……

Signature: ……..……..Date: ……. /….. /……

4.7 LOAN REVIEWED BY:

1. Senior Operations Officer (SOO)

Name : ……

Signature:…… Date: …..…/…..…/……

2. Manager (Loans & Deposits)

Name:…..……

Signature:…..…… Date: …..…/…..…/……

5.0 CHECKLIST 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	Original & Photocopy of **applicant's** recent **payslip / pension slip** (not more than 1 month). Downloaded payslip will only be accepted with official seal, name, signature, date and post of signing officer.		
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.***		
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)**.		
6	Original & Photocopy of **guarantor/s' National Identity Cards** and **Birth Certificates (KYC record)**. Online Birth Certificate is acceptable.		
7	Original & Photocopy of **guarantor/s'** recent **payslips** (not more than 1 month). Downloaded payslip will only be accepted with official seal, name, signature, date and post of signing officer.		
8	Original & Photocopy of bank statement showing name and address / Utility Bill (CEB or CWA or Mauritius Telecom) - not more than 3 months old of **guarantor/s** (If utility bill is not in name of **guarantor/s**, a written confirmation and copy of NIC should be secured from the utility bill account holder) or any other document showing relation **(KYC record)**.		
9	**Original & photocopy** of **birth certificate** and **National Identity Card** of **ward** / marriage certificate in case of the spouse. Online Birth Certificate is acceptable.		
10	**Proof of study:** Particulars of the Course, letter of enrolment of student and quotation / invoice / cost estimate emanating from the institution (Mandatory).		
11	**Documentary evidence for accommodation, travelling, materials for study, administrative expenses.**		
12	Letter of status of employment of **spouse**.		
13	Original & Photocopy of 6 months bank statement of **spouse**.		
14	Original & Photocopy of **Spouse's National Identity Card**, **Birth Certificate and Marriage (KYC record)**. Online Birth Certificate is acceptable.		
15	Original & Photocopy of **Spouse's** recent **payslip** not more than 1 month). Downloaded payslip will only be accepted with official seal, name, signature, date and post of signing officer.		
16	Completed check off form or standing order of applicant's **spouse.**		
17	Letter of undertaking (*where applicable*).		
18	Bank Guarantee.		
19	Fixed Charge document (*where applicable*).		
20	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/SB/15.05.23