THE MAURITIUS CIVIL SERVICE MUTUAL AID ASSOCIATION LTD.

KEY FACTS IN CONTRACTS (KFiC) AND OTHER INFORMATION
HOUSEHOLD FIXED CHARGE LOAN

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

1.0 PURPOSE

1.1 The purpose of the fixed charge loan is to provide an alternative to personal guarantors.
The proceeds can also be used for loan refinancing as per conditions below:

(i) To offset Mutual Aid loan only - - - - - Yes
(ii) To offset loan with other institution(s) - - - - Yes
(iii) To offset Mutual Aid loan(s) and use remaining sum for any project - Yes

2.0 LOAN AMOUNT AND MODE OF PAYMENT

2.1 Loan amount will be based on the repayment capacity and should not exceed 90% of the value of residential property. Please refer to the loan table overleaf for an indication of eligibility. The actual loan amount will be based on eligibility and is not necessarily the same as the amount applied for.

2.2 Applicants are notified that the existing loan balance/s may be set off upon request and the **net amount** would be disbursed.

2.3 Loan proceeds will be directly credited to applicant's bank account submitted.

2.4 The ceiling is capped at Rs7m. The applicant for a loan of Rs7m should not have a past history of defaults / arrears in loans (Mutual Aid and other institutions).

2.5 Application should be submitted by loanee in person.

2.6 For all loans of Rs1.5m and above, the contract shall be signed by the loanee in the presence of Officers of the Association.

3.0 LOAN PERIOD AND DEDUCTION

3.1 Loan can be refunded in a maximum period of **420 months** subject to maximum age of 65 years.

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.

3.2 In no case shall the total Mutual Aid deduction exceed **55%** of the monthly eligible income / 40% of total monthly income of pensioners. However, this is not applicable to institutions where there is 50% restriction on salary deduction. Total deduction shall not exceed 50% of monthly salary, excluding travelling and travel grant.

4.0 RATE OF INTEREST – subject to Mutual Aid Base Rate (MBR) / Key Rate change

4.1 Rate of interest is at **7.50%** p.a (Effective 05.02.25) and the rate of interest 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.

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)

5.00% to 5.50% of loan amount as contribution to the Mutual Aid Solidarity Contribution (to cover death of main applicant only).

Sn	Age	MSC RATE - %
1	Up to 55	5.00
2	More than 55	5.50

Client should contract external insurance to cover fire and natural calamities (optional)

7.0 OTHER COSTS

SN	DETAILS	PROPOSED CHARGES
1	Processing fee	**1.00%** of Loan Amount with maximum of **Rs25, 000.** For refinancing of loans with other institution, a processing fee of 1% with a maximum of **Rs20, 000** to be charged.
2	Registration fee	**25%** will be borne by the Association.

LIST OF LAND SURVEYORS			
SN	*LAND SURVEYOR*	*CONTACT NUMBERS*	*ADDRESS*
1	Dharamraz Appadoo	466-8933	1st 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	Realty Valuers Ltd	214-5800 5707 9700	Ground Floor, Belmont House, Intendance 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 coverage (for death) is provided. (**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) Total MCIB fee (**Rs300**)

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/her risk 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 Household 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)

Applicants 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 Loan repayment (EMI) at least 50% through direct check off from salary of member (civil servants) and the remaining through standing order/check off for spouse (private sector).

8.24 Loan repayment up to retirement age (based on age of civil servant only). Not to be based on future pension.

8.25 Loan proceeds will be directly credited to main applicant's bank account.

8.26 Income of applicant's spouse who is self-employed may be considered for Household loan provided the income is credited in bank.

8.27 The spouse is 'Co-emprunteur'.

8.28 The loan computation will be based on the total joint income.

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

8.30 The main applicant should refund the loan balance (based on joint income) in case of divorce or change of 'regime matrimonial'.

8.31 In case of standing order cancellation for non valid reason, no further loan will be granted to main applicant.

8.32 Approval of loan is subject to terms and conditions.

8.33 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).**

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).**

LOAN AMOUNT	MINIMUM SALARY PER MONTH	MONTHLY INSTALMENT - 420 MONTHS	LOAN AMOUNT	MINIMUM SALARY PER MONTH	MONTHLY INSTALMENT - 420 MONTHS
Rs	**Rs**	**Rs**	**Rs**	**Rs**	**Rs**
100,000	1,226	674	1,850,000	22,679	12,473
150,000	1,839	1,011	1,900,000	23,292	12,811
200,000	2,452	1,348	1,950,000	23,905	13,148
250,000	3,065	1,686	2,000,000	24,518	13,485
300,000	3,678	2,023	2,050,000	25,131	13,822
350,000	4,291	2,360	2,100,000	25,744	14,159
400,000	4,904	2,697	2,150,000	26,357	14,496
450,000	5,517	3,034	2,200,000	26,970	14,833
500,000	6,129	3,371	2,250,000	27,583	15,170
550,000	6,742	3,708	2,300,000	28,196	15,508
600,000	7,355	4,045	2,350,000	28,809	15,845
650,000	7,968	4,383	2,400,000	29,421	16,182
700,000	8,581	4,720	2,450,000	30,034	16,519
750,000	9,194	5,057	2,500,000	30,647	16,856
800,000	9,807	5,394	2,550,000	31,260	17,193
850,000	10,420	5,731	2,600,000	31,873	17,530
900,000	11,033	6,068	2,650,000	32,486	17,867
950,000	11,646	6,405	2,700,000	33,099	18,205
1,000,000	12,259	6,742	2,750,000	33,712	18,542
1,050,000	12,872	7,080	2,800,000	34,325	18,879
1,100,000	13,485	7,417	2,850,000	34,938	19,216
1,150,000	14,098	7,754	2,900,000	35,551	19,553
1,200,000	14,711	8,091	2,950,000	36,164	19,890
1,250,000	15,324	8,428	3,000,000	36,777	20,227
1,300,000	15,937	8,765	3,050,000	37,390	20,564
1,350,000	16,550	9,102	3,100,000	38,003	20,902
1,400,000	17,163	9,439	3,150,000	38,616	21,239
1,450,000	17,775	9,777	3,200,000	39,229	21,576
1,500,000	18,388	10,114	3,250,000	39,842	21,913
1,550,000	19,001	10,451	3,300,000	40,455	22,250
1,600,000	19,614	10,788	3,350,000	41,068	22,587
1,650,000	20,227	11,125	3,400,000	41,680	22,924
1,700,000	20,840	11,462	3,450,000	42,293	23,261
1,750,000	21,453	11,799	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). *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	Letter of status of employment of **spouse**.
11	Original & Photocopy of spouse's **National Identity Card, Marriage Certificate** and **Birth Certificate (KYC record)** (*as applicable*). Online Birth Certificate is acceptable.
12	**Payslip** of **spouse** for 6 months (*as applicable*). *E-payslips are acceptable.*
13	Original & Photocopy of bank document showing bank account number and name of **spouse**.
14	Original and photocopy of Bank Statement of **spouse** for last 6 months.
15	Completed check off form or standing order of applicant's **spouse**.
16	Original and photocopy of **National Identity Card** of co-owner or usufruct holder(s).
17	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)		

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