

# 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 Email: m.c.s.mutualaid@intnet.mu Web site:www.mcsmutualaid.com

Fax No. 211 2441

HOUSEHOLD PERSONAL LOAN / HOUSEHOLD CONCURRENT PERSONAL LOAN APPLICATION FORM 15.07.24
1.0 Office Use Household Personal Loan Household Concurrent Personal Loan Please tick as appropriate)
Loan Type: Renewal: New: Rate of Interest% p.a Loan offset: Yes No
CIF: LOAN NO.
Loan Amount: Rs
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):
Checker (Name): Post: Signature: Date:/
1.2 <u>Important Note</u> : 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):
First Name Email:
N.I.C. No.
Place of Birth :
Post HeldMonthly salary Rs
Dept/Ministry
Tel. No. (Office)
Loan Amount Rs
Purpose of loan: Wedding, House renovation, Medical purposes, Travelling abroad,
Exam fees, Purchase of asset: (Please specify), Others: (Please specify).
Bank NameBank 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 (6) Others (specify)
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 \( \subseteq \text{No} \subseteq \) Are you a Politically Exposed Person (PEP) or Family member of a PEP or close associate of PEP? Yes \( \subseteq \text{No} \subseteq \) No \( \subseteq \text{No} \si
PART 2.1 TO BE FILLED IN BY SPOUSE (IN BLOCK LETTERS)
Surname (Mr/Mrs): NIC No.:
First Name: Place of Birth:
Surname at Birth: Date of Marriage:
Matrimonial Regime :
Post Held: Monthly salary Rs,
Name of organization: Salary Reference:
Organisation operational since :
Tel. No. (Office)
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 Are you a Politically Exposed Person (PEP) or Family member of a PEP or close associate of PEP? Yes No
Home Address:

I/We, the unde	ersigned, hereby ap	ply for a loan of	Rupees								
			(Rs	)	from	the	Mauritius	Civil	Service	Mutual	Aio
Association	(MCSMAA Ltd)	n accordance w	ith Articles 1	to 6 of the	By-Law	s of	the Associa	ation a	nd Article	e 7.1.1 o	f the
Constitution of	of the MCSMAA	Ltd and hereby,	consequently	authorise the	e deduc	ction	of the mon	thly loa	an abaten	nent from	n 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 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 <u>all</u> 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 <u>written</u> 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.

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	n. Details of
my/our additional income <b>per month</b> 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								
Ve h	ereby declare that the above information is true and correct.								
ıme	of Spouse: Signa	ture of spouse:	Date :						

3	Income from sale of snacks/others(to specify)			
4	Income from other job like part-time gardening/driving/sale of garmer private tuition/others(to specify)	its,		
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			
	ereby declare that the above information is true and correct.	Sian atom of an area	Dodo	
	of Spouse: ure of Applicant :	•		· <b>i</b>
Ser the aut <u>Inf</u> (KI	"Co-emprunteur" I bind myself, jointly and in solido with the Applicant and revice Mutual Aid Association Ltd, through salary deduction or standing order reon, should the Applicant resign, or be dismissed from the service, or other horization to my employer to make salary deduction as requested by the Association" for both borrower (Ref. KF1) and guarantors (Ref. KF3). I at Fic) and other Information for Loanees / Guarantors / Depositors" (Ref. KF2) m aware that as "Co-emprunteur", I am liable for the full amount formed that I may seek independent legal or other advice before	any balance which may be due to wise fail to repay the said loan in sociation. I have read and underste m aware of my rights and respons of the debt of the borrower	the Association in respect terms of this agreement. ood the "Kev Facts in Co sibilities as mentioned in the as if I am the borrowe	of the loan and the interest I also give an unequivocal ontracts (KFiC) and other he "Key Facts in Contracts er myself. I have been
kn	owledge of its intent and purpose and of my liabilities. I agree to retime. The basis for joint deduction is on a legal principle of marriage regime	efund the loan balance (based on jo	pint income) in case of divor	rce or change of matrimonial
	e write in WORDS and in your own handwriting in the spaces provided: "I added the accrued interest".	Read and approved. Good for the	sum of Rupees	in principal to which
SPOUS	E Name: ** Wording:			Signature:
		• • • • • • • • • • • • • • • • • • • •		
• • • • •				Date:/
	PART 3.0 - CONTRACT: TO BE FILLE ACKNOWLEDGEMENT: UNI wledge having received from the Association the sum of Rupees	DERTAKING TO REFU	IND BY INSTALM	IENTS
I underta salary, fo	as loan, subject to the co ake to refund this loan by equal monthly and consecutive instalments of ees, allowances and retirement benefits accruing to me without prejudic Mutual Aid Association Ltd.; each such instalment shall be calculated as	Rse to the refund being made other	in mo	onths by deduction from my pted by the Mauritius Civil

the principal amount and of interest rate applicable. Such instalment shall be paid 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 other 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. 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 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	Data	/

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)	Sing	le /	Marrie	d / D	ivor	ced /	(evid	ence	to be	e atta	chec	d)	Sin	gle	/ Mai	ried /	Di	vorce	ed /	(evid	ence	to b	e atta	iched)	)
NIC No.																									
Dept/Ministry																									
Post Held																									
Pay Site Code		Ш.																							
Home Address																									
Tel. No.: Office, Home, and Mob No.																									
State relationship with Applicant or other Guarantors (to mention which Guarantor) (Please tick if applicable)	•	ouse Other	s (spec	Son / rify)		_						other 	1 1	ouse Other		Son ecify).		_						Moth	er
Email address																									
Income & Wealth Status	finan	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	GU	ARA	NTOR	3 -	· CIF	· :							GU	ARA	NTO	R 4	- Cl	F:							
Surname (Mr/Mrs/Miss):																									
First Name																									
Place of Birth																									
Surname at Birth																									
Marital Status: (Please tick as appropriate)	Sing	;le /	Marri	ed/Div	vorce	ed /(e	viden	ice t	o be o	attack	hed)		Sing	gle /	Marı	ried /	Div	orce	d / (	evide	nce	to be	attac	ched)	
NIC No.																									
Dept/Ministry																									
Post Held	1																								
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)		ouse Other	/ S s (spec	Son / cify).								ther	Sı			Son ecify)		_						Mothe 	er
Email address																									
Income & Wealth Status	finar	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 M	1CSN	ЛАА	Ltd	to 1	nak	e ne	cess	arv	end	auiry	v fı	rom	the N	Mauı	itius	Cre	dit	Info	orm	atio	n B	ure	au (	MCI	B)

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 HPL & HCPL/ 15.07.24

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

3.4

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 (	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 guara	Signature of sole guarantor:								
** 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	** Wording:	Signature:							
Name:									
		•••••							
		Date:/							
GUARANTOR 2	** Wording:	Signature:							
Name:									
		•••••							
• • • • • • • • • • • • • • • • • • • •		Date:							
		//							
GUARANTOR 3	** Wording:	Signature:							
Name :									
		• • • • • • • • • • • • • • • • • • • •							
•••••		Date:							
		//							
GUARANTOR 4	** Wording:	Signature:							
Name :									
		Date:							
		//							

## HPL & HCPL/ 15.07.24 4.0 LOAN APPLICATION PROCESSING

4.0 LOAN APPLICATION PROCESS	SING	
4.1 ACKNOWLEDGEMENT / 'PEP'/'HNWI' / UNSC VERIFICATION	<b>4.2 MCIB VERIFICATION</b> Ref No:	4.6 LOAN PAY OFF / INPUT / AUTHORISATION
1. For Applicant	Maker (Name): Post	MSC not charged on previous loan
Is customer a (i) 'PEP' (ii) 'HNWI'	,	Rs
Applicant 'PEP': YES: NO	Signature: Date://	TOD Balance: (HACCBAL) Rs
Applicant 'HNWI': YES NO	4.3 EDITING OF DATA:  Name:	HPAYOFF:
2. For Guarantors		Loan TypeRs
Is guarantor a (i) 'PEP' (ii) 'HNWI'	Bank details : Status :	Loan TypeRs
GI: (i) 'PEP': YES: NO (ii) 'HNWI': YES NO	Telephone No.: Email:	Loan TypeRs
	Address: Others:	Loan TypeRs
G2: (i) 'PEP': YES: NO (ii) 'HNWI': YES NO	Maker (Name):Post	Other deductions :Rs
G3: (i) 'PEP': YES: NO (ii) 'HNWI': YES NO	Signature: Date:/	Loan input by:
G4: (i) 'PEP': YES: NO (ii) 'HNWI': YES NO	Checker (Name): Post. Post.	
3. UNSC check for Applicant (please tick)	,	Loan No. (HOAACLA):
POSITIVE NEGATIVE FALSE POSITIVE	Signature:Date:/	Name: Post
	4.4 QUALITY ASSURANCE (QA) CHECK / ELIGIBILITY TEST	G
4. UNSC check for Guarantors (please tick)		Signature:
G1: POSITIVE NEGATIVE FALSE POSITIVE	Passed Failed Failed	<u>Loan authorized by</u> :
G2: POSITIVE NEGATIVE FALSE POSITIVE	Payment mode:	Name: Post
G3: POSITIVE NEGATIVE FALSE POSITIVE	Cheque : EFT : L	Signature:Date:/
G4: POSITIVE NEGATIVE FALSE POSITIVE	Performed by: Post	4.7 LOAN REVIEWED BY:
5. Risk Category of Customer (please tick):	Signature:Date:/	1. Senior Operations Officer (SOO)
Low Medium High	4.5 LOAN APPLICATION REVIEWED BY LOAN	•
Reason for risk category :	COMMITTEE MEMBERS	Name:
Name: Post	(1) Name:	Signature: Date:
	Signature: Date: ///	/
Signature: Date://	C	2. Manager (Loans & Deposits)
'PEP'/'HNWI'/HIGH RISK Transaction	(2) Name:	Name :
authorized by Senior Management (Please delete as appropriate)	Signature:Date:/	rvanie
Signature:Date://		Signature :Date :/
.0 CHECKLIST OF DOCUMENTS		
Children of bocoments		

### 5

3.0	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	Applicant's recent payslip / pension slip (not more than 1 month). E-payslip is acceptable.	1	
3	Certificate from department stating that <b>applicant</b> is: not under report, not on leave without pay, not involved in a	1	
	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 <b>applicant</b> (If utility bill is not in name of <b>applicant</b> , 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	Original & Photocopy of guarantor/s' National Identity Cards and Birth Certificates (KYC record). Online Birth Certificate is acceptable.		
7	Guarantor/s' recent payslips (not more than 1 month). E-payslip is acceptable.		
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		
	<b>guarantor/s</b> (If utility bill is not in name of <b>guarantor/s</b> , 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> .		
9	Original and photocopy of Marriage Certificate of applicant (as applicable).		1
10	Original & Photocopy of spouse's National Identity Cards and Birth Certificates (KYC record). Online Birth Certificate is acceptable.		1
11	Payslip of spouse for 6 months (as applicable). E-payslips are acceptable.		
12	Original & Photocopy of bank document showing bank account number and name of <b>spouse.</b>		
13	Original & Photocopy of 6 months bank statement of spouse.		
14	Letter of status of employment of spouse.		
15	Completed check off form or standing order of applicant's spouse.		
16	Letter of undertaking (where applicable).		
17	Letter stating purpose of loan for any loan as from Rs1.5m.		
18	Documentary evidence for (i) home loan purpose; or (ii) application of any loan as from Rs3m.		
19	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)		