



5, Guy Rozemont Square, P. Louis Tel. No. 213 6060 (30 lines) Hotline. 212 4000 Fax No. 211 2441  
Email : [mcs.mutualaid@intnet.mu](mailto:mcs.mutualaid@intnet.mu) Web site: [www.mcsmutualaid.com](http://www.mcsmutualaid.com)

## MAHL / 16.06.23



**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) :**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

  
**Address (if different) :** .....  
**Tel. No. : .....** **Mobile No.: .....** **Email : .....**  
**Signature (other Party): .....** **Date .....**...../...../.....

**2.6 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 .....**...../...../.....

**2.7 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.

**2.8 DECLARATION FROM BORROWER : LOANS WITH OTHER INSTITUTIONS (IF APPLICABLE)**  
 I / We have / have not availed of credit facilities at other financial institutions (including those not regulated by the Bank of Mauritius) for the purchase/construction of a first housing unit or additional units (delete as appropriate).  
 I/We 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							
<b>TOTAL</b>							

Reasons for arrears : .....

**2.9 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.

**2.10 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.

**2.11 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			
<b>Total additional income per month</b>				

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

**NIC No. of Spouse :**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

**Name of Spouse:** .....

**Tel No./Mobile of Spouse :** ..... **Email of Spouse :** .....

**Signature of spouse:** ..... **Date :** .....

**Signature of Applicant :** ..... **Date :** .....

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

I acknowledge having received from the Mauritius Civil Service Mutual Aid Association Ltd (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 Association; 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 28<sup>th</sup> 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. **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 undertake to pay all charges in connection with the loan including the Mutual Solidarity Contribution and I understand that the loan facilities will be at my disposal only after the Association has received a copy of the legal document witnessing that a first rank charge/mortgage has been duly registered and inscribed in the Association's favour on the property offered as security.

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 and will be set off against my accrued RSS benefits or pledged fixed deposit(s) and/or enforced against the property given as security.

I also undertake to refund any such loan balance, as may be required, together with any interest due in case of early retirement via Voluntary Retirement Scheme (VRS) or 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 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 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 Loanes / 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 Rs..... in principal to which shall be added the accrued interest."***

\* **Wording** .....

.....

.....

**Applicant's Signature** ..... **Date**...../...../.....

### FOR OFFICE USE

#### 4.0 LOAN APPLICATION PROCESSING

<b>4.1 ACKNOWLEDGEMENT / 'PEP'/'HNWI' / UNSC VERIFICATION</b>  <b>1. Is customer a (i) 'PEP' (ii) 'HNWI'</b>  Applicant 'PEP': YES: <input type="checkbox"/> NO <input type="checkbox"/> Applicant 'HNWI': YES <input type="checkbox"/> NO <input type="checkbox"/>  <b>2. UNSC check for Applicant (please tick)</b> <input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE <input type="checkbox"/> FALSE POSITIVE  Name : .....Post:.....  Signature: .....Date: ...../...../.....  <b>'PEP'/'HNWI' Transaction authorized by Senior Management (Please delete as appropriate)</b>  Signature: .....Date: ...../...../.....	<b>4.4 MAXIMUM LOAN GRANTABLE</b>  (i) Loan amount applied for (LA) Rs.....  (ii) Valuation of Property (VP) Land : Rs .....  Construction : Rs ..... <b>Total : Rs.....(VP)</b> <b>% of loan (LA/VP) : .....</b>  Signature : ..... Soo(Home Loan) / Manager (Loans & Deposits)  Date : ...../...../.....	<b>4.7 LOAN PAY OFF / INPUT / AUTHORISATION</b>  <b>MSC</b> not charged on previous loan Rs.....  <b>TOD</b> Balance: (HACCBAL) Rs.....  <b>HPAYOFF :</b> Loan Type .....Rs.....  Loan Type .....Rs.....  Loan Type .....Rs.....  Other deductions :Rs.....  <b>Loan input by:</b> Loan No. (HOAACLA): ..... Name: .....Post:.....  Signature: .....Date: ...../...../.....  <b>Loan authorized by :</b> Name: .....Post:.....  Signature: .....Date: ...../...../.....
<b>4.2 MCIB VERIFICATION</b>  Ref No:.....  Maker (Name): ..... Post:.....  Signature: .....Date: ...../...../.....	<b>4.5 QUALITY ASSURANCE (QA) CHECK / ELIGIBILITY TEST</b>  Passed <input type="checkbox"/> Failed <input type="checkbox"/>  <b>Payment mode:</b> Cheque : <input type="checkbox"/> EFT : <input type="checkbox"/>  Performed by:  Name: .....Post:.....  Signature: .....Date: ...../...../.....	<b>4.8 LOAN REVIEWED BY:</b>  <b>1. Senior Operations Officer (SOO)</b>  Name : .....  Signature: .....Date: ...../...../.....  <b>2. Manager (Loans &amp; Deposits)</b>  Name : .....  Signature: .....Date: ...../...../.....
<b>4.3 EDITING OF DATA:</b>  Name : <input type="checkbox"/> Department: <input type="checkbox"/> Bank details : <input type="checkbox"/> Status : <input type="checkbox"/> Telephone No.: <input type="checkbox"/> Email : <input type="checkbox"/> Address: <input type="checkbox"/> Others: <input type="checkbox"/>  Maker (Name): ..... Post:..... Signature:..... Date: ...../...../.....  Checker (Name):..... Post:..... Signature:.....Date: ...../...../.....	<b>4.6 LOAN APPLICATION REVIEWED BY LOAN COMMITTEE MEMBERS</b>  (1) Name:.....Post:..... Signature: .....Date: ...../...../.....  (2) Name:.....Post:..... Signature: .....Date: ...../...../.....  (3) Name : .....Post:..... Signature: .....Date: ...../...../.....	

## 5.0 CHECK LIST OF DOCUMENTS

MAHL / 16.06.23

SN	The following documents should be submitted:	Construction	Extension of existing house / renovation	Purchase of		
				Flat	House	Residential land
1	Original & Photocopy of <b>applicant's National Identity Card and Birth Certificate (KYC record)</b> . Online Birth Certificate is acceptable.	✓	✓	✓	✓	✓
2	Original & Photocopy of <b>applicant's</b> recent <b>payslip / pension slip</b> (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. <b>Please note that the letter is valid for 4 weeks.</b>	✓	✓	✓	✓	✓
4	Original & Photocopy of bank document showing bank account number and name of <b>applicant (if changed)</b> .	✓	✓	✓	✓	✓
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> ).	✓	✓	✓	✓	✓
6	<b>A written declaration from the borrower, together with supporting documents, on:-</b> a. all outstanding amounts of credit facilities availed of by the borrower including details such as the types, outstanding amounts, monthly repayment instalments, applicable interest rates and tenures of the credit facilities; and b. all fixed/variable income earned by the borrower <b>over a minimum period of 12 months preceding the application for the credit facility.</b> (e.g Bank Statement for last 12 months).	✓	✓	✓	✓	✓
7	<b>A written declaration from the borrower on:-</b> a. whether the borrower is applying for the grant of the credit facilities for the purchase/construction of a first housing unit or additional units; and b. whether the borrower has availed of credit facilities at other financial institutions including those not regulated by the Bank of Mauritius for the purchase/construction of a first housing unit or additional units, together with the supporting documents.	✓	✓	✓	✓	✓
8	Original and photocopy of Marriage Certificate ( <i>as applicable</i> ).	✓	✓	✓	✓	✓
9	Original & Photocopy of spouse's <b>National Identity Card and Birth Certificate (KYC record)</b> ( <i>as applicable</i> ). Online Birth Certificate is acceptable.	✓	✓	✓	✓	✓
10	Original & Photocopy of <b>spouse's</b> recent <b>payslip</b> (not more than 1 month) ( <i>as applicable</i> ). Downloaded payslip will only be accepted with official seal, name, signature, date and post of signing officer.	✓	✓	✓	✓	✓
11	Site Plan.	✓	✓	✓	✓	✓
12	Location Plan.	✓	✓	✓	✓	✓
13	Evidence of the remaining % contribution for the 90% or less financing. ( <i>Not applicable for 100% financing</i> )	✓	✓	✓	✓	✓
14	Title Deed and/or Notarial Deed certifying that land/property belongs to the applicant. (PIN number should be included)	✓	✓	✓	✓	✓
15	Letter for check-off to SICOM Ltd (applicable for parastatal bodies).	✓	✓	✓	✓	✓
16	Quotation / Invoice ( <i>where applicable</i> ) for full home loan project.	✓	✓	N/A	N/A	N/A
17	Two complete sets of House Plan.	✓	✓	N/A	N/A	N/A
18	Development permits/Building permits.	✓	✓	N/A	N/A	N/A
19	Original and photocopy of <b>National Identity Card</b> of co-owner or usufruct holder(s).	✓	✓	N/A	N/A	N/A
20	Photo of the existing house to be renovated.	N/A	✓	N/A	N/A	N/A
21	Original and photocopy of <b>National Identity Card</b> of seller of property ( <i>where applicable</i> ).	N/A	N/A	✓	✓	✓
22	Deed of Sale / Intention of Purchase	N/A	N/A	✓	✓	✓
23	All statutory clearances must have been received from the relevant authorities like approval of the morcellement Board and Ministry of Housing for the morcellement prior to granting of loans ( <i>Applicable For Purchase Of Land Under 'Projet De Lotissement' (Residential Lots)</i> ).	N/A	N/A	✓	✓	✓

### 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)		

SI/TD/SB/13.06.23