





**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 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 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. 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.**

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 my pension, 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 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** .....

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**Applicant’s Signature** ..... **Date**...../...../.....

**OFFICE USE**

**4.0 CHECKLIST OF DOCUMENTS**

SN	The following documents should be submitted:	CS (✓/X)	QC (✓/X)
1	Original & Photocopy of <b>applicant’s National Identity Card and Birth Certificate (KYC record)</b> . Online Birth Certificate is acceptable.		
2	<b>Applicant’s recent pension slip. E-pension slip is acceptable.</b>		
3	Original & Photocopy of bank document showing bank account number and name of <b>applicant (if changed)</b> .		
4	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 <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>		
5	Letter of undertaking (where applicable).		
6	Letter stating purpose of loan for any loan as from Rs1.5m.		
7	Documentary evidence for (i) home loan purpose; or (ii) application of any loan as from Rs3M.		
8	Letter for check-off to SICOM Ltd (applicable for parastatal bodies)		
<b>SIGNATURE</b>			

**ADDITIONAL UNDERTAKING FOR THE FOLLOWING DEPARTMENTS**

SN	NAME OF DEPARTMENT	SN	NAME OF DEPARTMENT
1	SWAN PENSION LTD. (Pension paid to ex-employees of Air Mauritius Ltd)	2	Parastatal Bodies (Pension paid by SICOM Ltd)

**5.0 LOAN APPLICATION PROCESSING**

<p><b>5.1 ACKNOWLEDGEMENT / ‘PEP’/‘HNWI’/ UNSC VERIFICATION</b></p> <p><b>1. For Applicant</b></p> <p><b>Is customer a (i) ‘PEP’ (ii) ‘HNWI’</b></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><b>2. UNSC check for Applicant (please tick)</b></p> <p><input type="checkbox"/> POSITIVE <input type="checkbox"/> NEGATIVE <input type="checkbox"/> FALSE POSITIVE</p> <p><b>3. Risk Category of Customer (please tick):</b></p> <p><input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High</p> <p>Reason for risk category : .....</p> <p>Name : ..... Post:.....</p> <p>Signature: .....Date:...../...../.....</p> <p><b>‘PEP’/‘HNWI’/ HIGH RISK Transaction authorized by Senior Management (Please delete as appropriate)</b></p> <p>Signature: .....Date:...../...../.....</p>	<p><b>5.4 QUALITY ASSURANCE (QA) CHECK / ELIGIBILITY TEST</b></p> <p>Passed <input type="checkbox"/> Failed <input type="checkbox"/></p> <p><b>Payment mode:</b></p> <p>Cheque : <input type="checkbox"/> EFT : <input type="checkbox"/></p> <p>Performed by: .....</p> <p>Post: .....</p> <p>Signature:.....</p> <p>Date: ...../...../.....</p> <hr/> <p><b>5.5 LOAN APPLICATION REVIEWED BY LOAN COMMITTEE MEMBERS</b></p> <p>1. Name : .....</p> <p>Post:.....</p> <p>Signature: .....</p> <p>Date: ...../...../.....</p> <p>2. Name : .....</p> <p>Post:.....</p> <p>Signature: .....</p> <p>Date: ...../...../.....</p>	<p><b>5.6 LOAN PAY OFF / INPUT / AUTHORISATION</b></p> <p>MSC not charged on previous loan Rs.....</p> <p>TOD Balance: (HACCBAL) Rs.....</p> <p><b>HPAYOFF :</b></p> <p>Loan Type .....Rs.....</p> <p>Loan Type .....Rs.....</p> <p>Loan Type .....Rs.....</p> <p>Other deductions :Rs.....</p> <p><b>Loan input by:</b> Loan No. (HOAACL): .....</p> <p>Name : ..... Post:.....</p> <p>Signature: .....Date: ...../...../.....</p> <p><b>Loan authorized by :</b></p> <p>Name : ..... Post:.....</p> <p>Signature: .....Date: ...../...../.....</p> <hr/> <p><b>5.7 LOAN REVIEWED BY:</b></p> <p><b>1. Senior Operations Officer (SOO)</b></p> <p>Name : .....</p> <p>Signature:..... Date: ...../...../.....</p> <p><b>2. Manager (Loans &amp; Deposits)</b></p> <p>Name : .....</p> <p>Signature:..... Date: ...../...../.....</p>
<p><b>5.2 MCIB VERIFICATION</b></p> <p>Ref No:.....</p> <p>Maker (Name): .....Post:.....</p> <p>Signature:.....</p> <p>Date: ...../...../.....</p>		
<p><b>5.3 EDITING OF DATA:</b></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><b>5.8 CLIMATE RELATED AND ENVIRONMENTAL ASSESSMENTS</b></p> <p><b>Climate Risk Score :</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4</p> <p><b>Climate Risk Rating:</b> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very High</p> <p><b>Maker (Name):</b> .....Signature:..... Post.....Date: ...../...../.....</p> <p><b>Checker (Name):</b> .....Signature:..... Post.....Date: ...../...../.....</p> <p><b>Name (SOO):</b>.....Signature:..... Date: ...../...../.....</p> <p>Approval of Senior Management in case of very high risk : Name..... Post :.....</p> <p>Signature:.....Date: ...../...../.....</p>		