

2.1 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.

2.2 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							

ARREARS	CIF	AMOUNT RS
As applicant		
As guarantor of Mr/Mrs/Miss:		
TOTAL		

2.3 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.

2.4 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 pension contribution** or any amount which is subsequently claimed by 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 and agree for no loan rescheduling later.

2.5 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)			TOTAL (Rs)
	DETAILS OF ADDITIONAL INCOME	MEMBER (Rs)	SPOUSE (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:

NIC No. of Spouse :

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

Signature of spouse: Date :..... Signature of Applicant :.....

2.6 CLIMATE RELATED AND ENVIRONMENTAL ASSESSMENTS

1. Is your income source dependent on climate-sensitive sector(s)? Yes No
 If yes, please select the relevant sector(s): Agriculture Energy Water Supply Forestry
 Transportation Tourism others (please specify).....

2. Is the asset to be purchased vulnerable to physical climate risks based on its usage? Yes No

3. Has your property been affected by any of the following climate-related events in the **past 5 years**? Yes No (Please tick all that apply)
 If yes, please specify:

1	<input type="checkbox"/> Flooding during heavy rains	5	<input type="checkbox"/> Strong cyclone impacts	9	<input type="checkbox"/> Soil erosion
2	<input type="checkbox"/> Flash floods	6	<input type="checkbox"/> Rise in sea level (for coastal areas)	10	<input type="checkbox"/> Other (please specify):
3	<input type="checkbox"/> Coastal flooding/high waves	7	<input type="checkbox"/> River overflow		
4	<input type="checkbox"/> Landslides	8	<input type="checkbox"/> Water accumulation due to poor drainage		

**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 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.**

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**

.....

.....

.....

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 applicant’s National Identity Card and Birth Certificate (KYC record) . Online Birth Certificate is acceptable.		
2	Applicant’s recent pension slip . <i>E-pension slip is acceptable.</i>		
3	Original & Photocopy of bank document showing bank account number and name of applicant (if changed) .		
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 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). <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)		
SIGNATURE			

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