



## The Mauritius Civil Service Mutual Aid Assn. Ltd

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### KEY FACTS IN CONTRACTS (KFIC) AND OTHER INFORMATION – SPOUSE LOAN

- 1.0 Membership and loan facilities are available to surviving spouse of deceased Public Officers (formerly members of the Association) who are drawing a pension from the **Civil Service Family Protection Scheme Board/ Statutory Bodies Family Protection Fund. Loan facilities are extended to surviving spouse of deceased members of Municipal and District Councils.**
- 2.0 Applicants should buy three Class C shares amounting Rs330 in total.

#### 3.0 LOAN ELIGIBILITY

SN.	APPLICANT'S AGE	LOAN AMOUNT (RS)
1	Up to 65	Based on repayment capacity
2	> 65 up to 70	1,000,000
3	Above 70	100,000

Loan can be refunded in a maximum period of **216 months** depending on the age of the applicant. Repayment to be effected as follows:

SN	AGE	Repayment Period – years (Max)
1	60	10
2	61	9
3	62	8
4	63	7
5	64	6
6	65 and above	5

- 3.1 Renewal of loans can be made after 8 months. However, if maximum eligible deduction has not been reached, the renewal can be done (at the earliest) the next month.
- 3.2 The actual loan amount is based on eligibility and is not necessarily the same as the amount applied for.
- 3.5 Application should be submitted by loanee in person.

#### 4.0 SECURITY TO BE PROVIDED

SN.	AGE	GUARANTOR (should be a member of the Mutual Aid Association below the age of 60)
1	Less than 60	At least one
2	Above 60	none

#### 5.0 GUARANTORS

- 5.1 **The following conditions shall apply if the loan is secured by a single guarantor:**
  - 5.1.1 Personal guarantors must be members of the Mutual Aid.
  - 5.1.2 In case there is only one guarantor, the net pay into bank of the guarantor excluding bonuses, and overtime should be **at least equal** to the monthly loan instalment of the loanee;
  - 5.1.3 The guarantor should be eligible for the loan amount applied for by the loanee and the latter's net pay must cover the full loan instalment.

- 5.1.4 The guarantor should also sign an undertaking that he is agreeable to be sole guarantor.
- 5.1.5 Guarantors can stand as surety for a total liability limit (loan balance) of **Rs4m** for monthly salary up to Rs50,000 and **Rs5m** for those earning above Rs50,000 monthly. Guarantors shall not be more than 5 years older than loanees.
- 5.1.6 Guarantor(s) cannot opt out once the application has been processed.

## **6.0 GENERAL CONDITIONS**

- 6.1.0 **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.**
- 6.1.1 The loan repayment period may not exceed the retirement age of a guarantor, unless the latter's future pension is sufficient to repay the loan in case of default in payment.
- 6.1.2 The total deduction for a pensioner shall not exceed 40% of the total monthly eligible income of pensioners. Undertaking in own handwriting to be provided by the loanee regarding disclosure of other income, repayment capacity and no future request for loan rescheduling.
- 6.1.3 The Association reserves the right to reject a loan application after assessing the risk profile of the applicant /guarantor 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.
- 6.1.4 Guarantors should be fully aware of their responsibilities when they guarantee a loan as mentioned in the loan contract.
- 6.1.5 In case the applicant bears the same surname of the guarantor he / she must disclose his/ her relationship on the loan application form.
- 6.1.6 Shareholders are informed that it is mandatory for the Association to make necessary enquiry from the Mauritius Credit Information Bureau (MCIB) before approving, increasing or renewing any loan facilities and to provide the MCIB with relevant information regarding the present loan.
- 6.1.7 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.
- 6.1.8 In case of default in payment on the part of a loanee, the total outstanding loan balance will in the first instance be recovered from the salary of the guarantor (s). In the event that this is not possible, then recovery will be effected by judicial process from the loanee.
- 6.1.9 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.
- 6.1.10 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.
- 6.1.11 A loan contract is valid when the proceeds of the loan have been credited to the account of the Applicant who is alive.
- 6.1.12 Application should be submitted by loanee in person.
- 6.1.13 **Members have the option to secure the traditional Personal Loan with a collateralised security.**
- 6.1.14 There should **not be any overwriting or use of correction fluid on the application form.** However in case of overwriting there must be signature. All photocopies must be clear; all **signatures** affixed must be **identical** to that on the National Identity Card of bearer.
- 6.1.15 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**
- 6.1.16 Approval of loan is subject to terms and conditions.

Further information may be obtained by phone on the following numbers:

213 0200 (queries on existing loan accounts)      212-4000 (general information)

## 7.0 DOCUMENTS TO BE PRODUCED

SSL1 /05.02.25

SN	The following documents should be submitted:5
1	Original & Photocopy of <b>applicant's National Identity Card</b> and <b>Birth Certificate (KYC record)</b> . Online Birth Certificate is acceptable.
2	<b>Original</b> pension Certificate issued by the <b>Civil Service Family Protection Scheme Board or Statutory Bodies Family Protection Fund</b> as applicable. <i>E-pension slip is acceptable.</i>
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 <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>
5	Original and photocopy of Marriage Certificate of applicant.
6	Original and photocopy of Death Certificate of spouse.
7	Original & Photocopy of <b>guarantor/s' National Identity Cards</b> and <b>Birth Certificates (KYC record)</b> . Online Birth Certificate is acceptable.
8	<b>Guarantor/s' recent payslips</b> (not more than 1 month). <i>E-payslip is acceptable.</i>
9	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>
10	Letter of undertaking (where applicable).
11	Letter stating purpose of loan for any loan as from Rs1.5m.
12	Documentary evidence for (i) home loan purpose; or (ii) application of any loan as from Rs3M.

### ADDITIONAL UNDERTAKING FOR THE FOLLOWING DEPARTMENTS (APPLICABLE FOR GUARANTOR)

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)		

N.B : **Save Time** by avoiding the **peak period** from 27<sup>th</sup> to 3<sup>rd</sup> of the next month and **peak hours** from 10.30 hrs to 14.00 hrs.

## 8.0 LOAN CHARGES

8.1 Applicant will be required to pay a one off processing fee of **1 %** on the loan amount and a Mutual Solidarity Contribution (MSC) of **4.50 % - 5.50 %** to write off the loan in case of death. The effective date of the MSC is upon disbursement of the loan. Applicant will be charged **Rs150** as Bank of Mauritius (MCIB) fee. The MSC to be applied depends on age as follows:

SN.	AGE	MSC RATE - %
1	Up to 45	4.50
2	More than 45 up to 50	5.00
3	More than 50	5.50

## 9.0 MODE OF PAYMENT

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

9.2 For all new loans, the following deductions will be made :

- (1) the Mutual Solidarity **Contribution** for the loan  
(Note : the **Contribution** on loan is non-refundable and is payable to offset the loan in case of death);
- (2) the processing fee.

9.3 **About two months moratorium will be provided on loan repayment, thus the first deduction will be made by end of the 2<sup>nd</sup> 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.**

**10.0 REIMBURSEMENT OF LOAN**

- 10.1 Loan deduction will be made directly from the pension of the applicant.
- 10.2 In case an applicant proceeds abroad, he/she should make prior arrangement to service the loan through a bank standing order before departure.
- 10.3 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**.
- 10.4 In case borrower is 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. The Association will proceed with legal action against the borrower and guarantor(s) 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.

**11.0 RATE OF INTEREST**

- 11.1 Interest which is **9.80 % p.a (effective 05.02.2025)**, 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.

**12.0 LOAN TABLE – Interest rate 9.80 % p.a. (effective 05.02.2025) (based on 40% deduction)**

Loan Amount	Period 120 Months		Period 108 Months		Loan Amount	Period 96 Months		Period 84 Months	
	Minimum Pension	Deductions	Minimum Pension	Deductions		Minimum Pension	Deductions	Minimum Pension	Deductions
	Rs	Rs	Rs	Rs		Rs	Rs	Rs	Rs
15,000	491	197	524	210	15,000	565	226	619	247
20,000	655	262	699	279	20,000	753	301	825	330
30,000	983	393	1,048	419	30,000	1,130	452	1,237	495
40,000	1,310	524	1,397	559	40,000	1,507	603	1,650	660
50,000	1,638	655	1,746	699	50,000	1,884	753	2,062	825
60,000	1,966	786	2,096	838	60,000	2,260	904	2,475	990
70,000	2,293	917	2,445	978	70,000	2,637	1,055	2,887	1,155
80,000	2,621	1,048	2,794	1,118	80,000	3,014	1,205	3,300	1,320
90,000	2,949	1,179	3,143	1,257	90,000	3,390	1,356	3,712	1,485
100,000	3,276	1,310	3,493	1,397	100,000	3,767	1,507	4,125	1,650
200,000	6,552	2,621	6,985	2,794	200,000	7,534	3,014	8,249	3,300
300,000	9,828	3,931	10,478	4,191	300,000	11,301	4,521	12,374	4,949
400,000	13,105	5,242	13,971	5,588	400,000	15,069	6,027	16,498	6,599
500,000	16,381	6,552	17,463	6,985	500,000	18,836	7,534	20,623	8,249
600,000	19,657	7,863	20,956	8,382	600,000	22,603	9,041	24,747	9,899
700,000	22,933	9,173	24,449	9,779	700,000	26,370	10,548	28,872	11,549
800,000	26,209	10,484	27,941	11,176	800,000	30,137	12,055	32,996	13,198
900,000	29,485	11,794	31,434	12,574	900,000	33,904	13,562	37,121	14,848
1,000,000	32,761	13,105	34,927	13,971	1,000,000	37,671	15,069	41,245	16,498

The above figures have been rounded off to the nearest rupee and actual figures may differ.