



## Application Form

### EMPLOYEES WELFARE LOAN SCHEME

*The EWF reserves the right to reject any application not satisfying the general requirements*

Incomplete form will not be accepted

#### **PART I** Details of Applicant

Surname: \_\_\_\_\_  Mr.  Mrs.  Miss Maiden Name: \_\_\_\_\_

Name: \_\_\_\_\_ N.I.C No 

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Address: \_\_\_\_\_

Tel: \_\_\_\_\_ (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mob) Email: \_\_\_\_\_

Occupation: \_\_\_\_\_  Permanent  Contractual  Temporary No. of years in service: \_\_\_\_\_

Name & Address of Employer: \_\_\_\_\_ Salary :Rs \_\_\_\_\_

#### **Loans details**

Purpose of loan: \_\_\_\_\_ Have you any previous loan with EWF?  Yes  No

Amount applying for: Rs \_\_\_\_\_ Have you ever guaranteed any other applicant at EWF?

Repayment Period: \_\_\_\_\_ yrs  Yes  No *If Yes, please give details* \_\_\_\_\_

In-house Loan Cover Scheme :  Yes  No  Other Recognized Institution (DTA)

- 1) I am fully aware of the provisions applicable under the Data Protection Act. The purpose of data collection is to process the loan. I consent that you use, update and process the data and keep the details given to you in a database. It is mandatory to provide data, else the EWF will not process the loan.
- 2) I hereby authorise the Fund to make necessary enquiry from the Mauritius Credit Information Bureau (MCIB) regarding any loan facilities previously granted to me by any financial institution in Mauritius and to provide the MCIB with relevant information on the present loan facilities. The loan amount approved will be based on my credit profile and that of my guarantor(s).
- 3) I undertake to inform immediately in writing the EWF in case of any changes in the personal data provided above.

Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

#### **PART II** Details of Guarantor (Note: Spouse cannot act as guarantor)

Surname: \_\_\_\_\_  Mr.  Mrs.  Miss Maiden Name: \_\_\_\_\_

Name: \_\_\_\_\_ N.I.C No 

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Address: \_\_\_\_\_

Tel: \_\_\_\_\_ (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mob) Email: \_\_\_\_\_

Occupation: \_\_\_\_\_ Name & Address of Employer: \_\_\_\_\_

Permanent  Contractual  Temporary Salary :Rs \_\_\_\_\_ No. of years in service: \_\_\_\_\_

Have you ever guaranteed any other applicant?  Yes  No *If Yes, please give details* \_\_\_\_\_

#### **Undertaking**

**As guarantor, I shall bind myself jointly and in solido to repay in full to the Employees Welfare Fund, through Salary Deduction Authority /Bank Standing Order, any amount which may be due to the Fund in respect of the loan and the interest thereon, should the borrower fail to honour his/her commitment immediately when it becomes due or otherwise fail to repay the said loan in terms of the agreement signed with the Fund. I agree to stand as sole guarantor and undertake to inform in writing the Employees Welfare Fund in case of any changes in the personal data provided above.**

*Please write in words\*starting with "Good for the sum of rupees" and in your own handwriting the amount of loan contracted*

.....  
Guarantor's Signature: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

**Any other regular source of income:**

(a) Monthly Rent :Rs. ....

(b) Interest on Fixed Deposit :Rs. ....

(c) Part Time Job :Rs. ....

Others (please specify) :Rs. ....

**Total Income** :Rs. ....**ASSETS:**

Land &amp; Residence : ..... TV No.: .....

Other Immoveable properties : ..... TV No.: .....

Interest in undivided properties : ..... TV No.: .....

**Existing Loan /other Financial Commitments:***(All information submitted will be included in the Loan Agreement for registration purposes- Reg. Duty Act 2012)*

Institution	Loan Amount(Rs)	Date contracted	Monthly refund (Rs)	Ending date
MHC				
Mutual Aid				
Bank/ Assurance				
Hire Purchase				
<b>Monthly Rent</b>				
Others (Specify): .....				

No. of children:..... Age: .....

**Total Expenses** : Rs .....**Net Available Fund** : Rs.....**I/We formally declare that the statements are true and correct and hereby undertake to :**

1. Disclose to the Employees Welfare Fund in writing any subsequent credit facility that may be applied for by me or granted to me by any other lending institution
2. Immediately inform the Employees Welfare Fund and my guarantor/s, if any, should I be unable to repay any instalment due to the Fund.
3. (In case of loans to husband and wife) be jointly and severally responsible, any one of us to be alone responsible, for the repayment of the sums due subsequent to the loan granted to us following these present.

**Name of Applicant:** .....**Signature:** .....**ID No.:** .....**Date:** ...../...../.....**Name of Applicant's Spouse:** .....**Signature of Applicant's Spouse:** .....**Maiden Name (if applicable)**.....**ID No.:** .....**Date:** ...../...../.....

Business Place/Work Place Address: .....

Residential Address: .....

Declaration received by Mr./Mrs./Miss: ..... of EWF Date:...../...../.....

**EMPLOYEES WELFARE LOAN SCHEME**

LIST OF COMPULSORY DOCUMENTS REQUIRED (COPY & ORIGINAL)		Office Use Only	
SN	REQUIREMENTS -APPLICANT	Requested	Received
1	Statement of NSF Contributions from the Ministry of Social Security (Private Institutions & Para-statal bodies)		
2	Certificate from Employer Or Certificate from Ministry(In permanent post, date joined in, not on LWP, not under report, seal of Company)		
3	Recent payslip (last pay)		
4	National Identity Card (NIC)		
5	Marriage Certificate (if applicable)		
6	Proof of address (Recent CWA or CEB Utility Bill)		
7	Bank account number for disbursement (If repayment is through Bank Standing Order, to provide Bank Statement where salary is credited)		
8	Evidence of loan purpose Purchases - Invoice from Supplier Medical expenses -Invoice from private clinics Wedding - Official proof (wedding card / any other evidence) Renovation works - Invoice from contractor with BRN Number with details of renovation works Holidays abroad/Hotel resorts in Mauritius • Birth Certificate of Children • Evidence of confirmed booking & invoice from travel agency • Proof of leave		
9	Processing fee of Rs 700 (on application non-refundable) Administrative fee of : Rs500 (loan amount less than Rs150,000) (on disbursement) : Rs1,000 (loan amount from Rs150,000)		
	<b>REQUIREMENTS - GUARANTOR</b>		
1	Recent payslip (last pay)		
2	National Identity Card (NIC)		
3	Marriage Certificate (if applicable)		
4	Proof of address (Recent CWA or CEB Utility Bill)		
5	If repayment is through Bank Standing Order, to provide Bank Statement where salary is credited		
6	Certificate from Employer/ Ministry(In permanent post, date joined in, not on LWP, not under report, seal of Company)		

**IMPORTANT NOTES FOR APPLICANT & GUARANTOR**

1. Only working members who have been in a permanent and pensionable establishment for at least 1 year.
2. Amount approved shall be based on repayment capacity and credit profile of the applicant and guarantor.
3. Net Salary remaining for applicant and guarantor after loan repayment should be Rs 8,000.
4. Disbursement shall be made only after completion of all formalities.

**OFFICE USE ONLY**

Revenue (Rs)	Applicant	Spouse	Total	Guarantor
Salary				
Other Income				
<b>Deduction</b>				
Payslip				
Declaration /Guarantor				
<b>Net Pay</b>				
Repayment Capacity				
Taken by : .....		Input by:.....		Examined by:.....
Date...../...../.....		Date...../...../.....		Date...../...../.....
Signature : .....		Signature : .....		Signature : .....



**Schedule of Loan Repayment  
EWF - Employee Welfare Loan**

Amount of Loan (Rs.)	Rep. Period (Months)	Rep. Period (Years)	8.0%
			Month Repayment (Rs.)
25,000.00	36	3	783.41
30,000.00	36	3	940.09
35,000.00	36	3	1,096.77
40,000.00	36	3	1,253.45
45,000.00	36	3	1,410.14
50,000.00	36	3	1,566.82
60,000.00	36	3	1,880.18
75,000.00	36	3	2,350.23
100,000.00	48	4	2,441.29
125,000.00	48	4	3,051.62
150,000.00	48	4	3,661.94
175,000.00	48	4	4,272.26
200,000.00	60	5	4,055.28
225,000.00	60	5	4,562.19
250,000.00	60	5	5,069.10
275,000.00	60	5	5,576.01
300,000.00	60	5	6,082.92