

**UNSECURED LOAN APPLICATION**

Membership No. :\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Joined : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***PART I – PERSONAL PARTICULARS*** |
| NAME (as in NRIC) IN BLOCK\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender : Male/Female  NRIC : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Pink/Blue Passport No : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age : \_\_\_\_\_\_\_\_\_\_\_ Date of Birth : \_\_\_\_\_\_\_\_\_\_\_\_\_  Marital Status : Single / Married / Others |

Residential address : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code \_\_\_\_\_\_\_\_\_ Email :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Office) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Mobile) Vehicle No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job title (Rank) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date employed\_\_\_\_\_\_\_\_\_\_\_\_

Gross Salary : $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pm \*Take-home Salary : $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ pm # Other Income : $\_\_\_\_\_\_\_\_\_\_\_\_ pm

\**(to exclude OT & allowances ) #(supporting documents required)*

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| ***PART II – LOAN DETAILS (to be filled by applicant) & DOCUMENTS SUBMISSION*** |
| [ ] A copy of applicant’s NRIC is required [ ] A copy of applicant’s latest pay slip must be submitted  Loan amount required : $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Dollars :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)  Purpose of Loan : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Proposed repayment plan : \_\_\_\_\_\_\_\_\_\_\_\_months |

I offer security in the form of : Guarantee with 1(one) / 2 (two) sureties. [ ] Please see Sureties Form completed by my surety/sureties.

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| ***PART II – DECLARATION ( Important : Applicant please read carefully before you sign)*** |
| I declare and agree to the following :  (a) that I have made full disclosure of all facts and information in Part I and II above;  (b) that I authorize the Society to obtain and verify any personal information about me;  (c) that I am not an undischarged bankrupt, and also that no statutory demand has been served on me nor legal proceedings taken against me;  (d) that I agree to pay the loan amount or a reduced amount approved by the Society, and I hereby authorize my employer to deduct from my  salary the loan repayment in equal monthly installments until the loan is completely paid within the mutually agreed loan repayment plan;  (e) that I am not a surety/ guarantor for any other loan with any other organization;  (f) that I understand that the Society reserves the right to decline my application for the loan without giving any reason(s) whatsoever:  (g) that I have not taken any loan from other thrift and loan co-operatives, banks or other financial credit companies;  (h) that I have no plans to take a loan and resign from my employment and I am committed to pay the loan; and  (i) that in the event I default repayment of the loan for a period up to a maximum of two monthly installments, the Society may take legal action to recover the outstanding loan and interest payable. I also agree that if I default in the payment of this loan, the Society may list my name in DP SME Credit Bureau’s record and I may be assessed by financial institutions and other approving credit companies. All legal costs, incidental expenses and disbursements incurred by the Society in claiming for the non-payment of my outstanding loan shall be fully paid by me on indemnity basis.  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Signature of Applicant Date |

***PART III– CREDIT COMMITTEE’S DECISION & BOARD OF DIRECTORS’ APPROVAL***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Salary** | **Thrift Savings** | **Current Liabilities** | **Eligibility** | **Remarks** |
| Applicant |  | Rate pm | Bond No: |  |  |
|  |  | Balance : |  |  |  |

Date :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Processing Officer & Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved / Rejected** : $\_\_\_\_\_\_\_\_\_\_\_ Repayment period : \_\_\_\_\_\_\_\_\_\_\_\_ months

Outstanding Loan : $\_\_\_\_\_\_\_\_\_\_\_ Principal at : $\_\_\_\_\_\_\_\_\_\_\_\_\_ per month

Total : $\_\_\_\_\_\_\_\_\_\_\_ Interest at : $\_\_\_\_\_\_\_\_\_\_\_\_\_ per month **Approved /Rejected**

**Total Repayment : $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per month**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Chairman Secretary Committee Member Chairman, Board of Directors**

Date: \_\_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_ Date : \_\_\_\_\_\_\_\_\_\_\_ **BOD Meeting Date** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| ***SURETIES FORM - PART I (to be filled by individual sureties)*** | | |
| **Particulars** | **Surety No. 1** | **Surety No. 2** |
| NAME (as in NRIC) IN BLOCK |  |  |
| NRIC No. | (Pink/Blue) | (Pink/Blue) |
| Place of Birth (& Age) |  |  |
| Marital Status |  |  |
| Residential address |  |  |
| Email address |  |  |
| Telephone Home - |  |  |
| Mobile - |  |  |
| Office - |  |  |
| Job title |  |  |
| Office name |  |  |
| Salary (pm) Gross (pm) | $ | $ |
| Take Home (pm) | $ | $ |
| Outstanding loan with the Society  (if yes, state the outstanding amount) | □ Yes □ No  $ | □ Yes □ No  $ |
| Surety for any other Co-op member’s loan  (if yes, state the outstanding amount) | □ Yes □ No  $ | □ Yes □ No  $ |
| Total financial liabilities | As borrower As surety | As borrower As surety |
| Banks | $ $ | $ $ |
| Co-ops/Societies | $ $ | $ $ |
| Others | $ $ | $ $ |
| Name of Loan Applicant |  | Relationship to  Loan Applicant : |
| Loan amount guaranteed by Surety | $ |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Important: Surety, please read carefully before you sign)*** | **Surety No 1** | | **Surety No 2** | |
|  | **Yes** | **No** | **Yes** | **No** |
| I, as a surety, declare: |  |  |  |  |
| (a) that I agree to be a guarantor for the loan of the applicant named above; | □ | □ | □ | □ |
| (b) that I have made full disclosure of all facts and information of myself in above ; | □ | □ | □ | □ |
| (c) that I am not an undischarged bankrupt and no statutory demand has been served  on me nor legal proceedings taken against me; | □ | □ | □ | □ |
| (d) that I agree to be a surety for the loan applied for by the applicant, and includes a  reduced amount of the loan approved by the Society; | □ | □ | □ | □ |
| (e) that I authorize the Society to obtain and verify any personal information about  me; and | □ | □ | □ | □ |
| (f) that I will monitor the loan repayment of the applicant and/or also enquire on the  status of payments from the Society and that I am fully aware of my responsibility  and liability as a surety. | □ | □ | □ | □ |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Surety No 1 Signature of Surety No 2

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Surety No 1 Date Name of Surety No 2 Date

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***SURETIES FORM – PART II DOCUMENTS TO BE SUBMITTED BY SURETIES***

[ ] A copy of surety’s NRIC .

[ ] Latest 2 years’ Notice of Income Tax Assessment for self-employed Surety.

[ ] Latest Pay Slip and 6 months’ CPF contribution history for employed Surety.

***SURETIES FORM – PART III INDEMNITY BY SURETIES (to be filled by the respective sureties)***

**I/We, the undersigned hereby jointly and severally agree that if the said applicant fails to repay the said loan and/or any installment payment connected with or related to the said loan together with the accrued interest thereon including all costs, charges and expenses incurred by the Customs Credit Co-operative Society (S) Ltd then I/we shall on demand pay to the Customs Credit Co-operative Society (S) Ltd or their Assignee the aforesaid sum.**

**I/We, further jointly and severally agree that if I/we fail to discharge the said loan and/or any installment payment connected with or related to the said loan together with the accrued interest including all costs, charges and expense incurred by the Customs Credit Co-operative Society (S) Ltd, the aforesaid Society shall proceed directly to recover the aforesaid sum from us.**

**I/We, also jointly and severally further agree to indemnify the Customs Credit Co-operative Society (S) Ltd for all the expenses incurred including legal costs on an indemnity basis in the recovery enforcement or execution for the aforesaid sum.**

Dated this \_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_\_\_.

Name of Surety No.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of Surety No. 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Surety No.1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Surety No. 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness Name :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Witness :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **ADMINISTRATION FEE**  **Unsecured Loan Processing Fee (Normal Loan/Basic Needs/Education & Medical Loans) -** 2% (for loan up to $5,000); 2.5%, (for loan exceeding $5,000 up to $10,000);  3% (for loan above $10,000).  **Unsecured Renovation Loan** – 4% (for loan up to $15,000 ;  5% (for loan exceeding $15,000 up to a maximum loan of $30,000 ).  For Unsecured Loan of $10,000 and above, the administration fee includes the cost for screening of the credit status of the applicant .  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Late Installment Payment Fee** –  A monthly fee of $20 per month shall be charged for late installment payment. | **FOR OFFICIAL USE**  Loan amount :$\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Fee (%) :\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Admin fee :$\_\_\_\_\_\_\_\_\_\_\_\_\_  Cheque Amount: $\_\_\_\_\_\_\_\_\_\_\_\_  Administration fee charged shall be deducted from the loan amount approved by the Society. |

***ACKNOWLEDGEMENT***

I hereby acknowledge receipt of cheque No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

in the presence of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Staff/Official) (Date)

Name of Recipient \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Recipient \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Staff/Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Staff/Official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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