

NPC - PROVIDENT FUND

NPC-PF Form No. 004 (CAL)

Important: Please read rules and regulations at the back before filing out this form.

Forms not completely filled out and lack of requirements shall not be accepted and processed.

Date Received: _____

CALAMITY LOAN (CAL)

Application No.	Interest rate	Terms	Amount Applied	Loan Payment Preference
<input style="width:100%;" type="text"/>	4%	<input style="width:20px;" type="checkbox"/> 12 Mo	<input style="width:100%;" type="text"/>	<input style="width:20px;" type="checkbox"/> Through Check
	4%	<input style="width:20px;" type="checkbox"/> 24 Mo.	<input style="width:100%;" type="text"/>	<input style="width:20px;" type="checkbox"/> Through Cash Card
Cash Card No.: (Attach Cash Card copy)				60-3131-0230- _____ - _____

TO BE FILLED UP BY THE MEMBER / APPLICANT

DCE No.	Last Name	First Name	Middle Name	Entrance To duty(mmdyy)	Nature of Appointment
Home Address			Civil Status	Date of Birth (mmdyy)	
Position	CC No. / Name		Salary Rate	Contact No. (Cel#/Local)	
Region (Please specify Other Regions)					
<input type="checkbox"/> HO <input type="checkbox"/> Spug Luzon <input type="checkbox"/> Spug Visayas <input type="checkbox"/> SPUG Mindanao <input type="checkbox"/> Plants _____					
Co-Maker 1	DCE No.	Last Name, First Name, MI		CC No. / Name	
		Position	Basic pay	Contact No. (Cel#/Local)	Nature of Appointment
Co-Maker 2	DCE No.	Last Name, First Name, MI		CC No. / Name	
		Position	Basic pay	Contact No. (Cel#/Local)	Nature of Appointment

PROMISSORY NOTE

In consideration of the amount that may be granted to me by virtue of this application, I promise to pay the amount of _____ (P _____) plus interest and other charges thereon in accordance with the terms and conditions of the NPC-Provident Fund which I have read and understood clearly and to which I hereby bind myself. It is understood that in case the amount of the approved loan is lower than what is hereby applied for, I am () willing () unwilling to accept such reduced amount. I also hereby authorize the Treasurer/Disbursing or Collecting Officer to deduct from my salary the monthly installments on this loan and arrearages/surcharges, if any, on this loan. As co-makers,* we hereby promise to be jointly and severally liable in case of non-payment or default of the borrower.

Signature Over Printed Name
Applicant

Signature Over Printed Name
Co-Maker 1

Signature Over Printed Name
Co-Maker 2

SWORN STATEMENT

I also certify that; a) I am () permanent () non-permanent employee of the Corporation; b) () I am not on leave of absence without pay; c) () I am not under preventive suspension involving withholding of salary; d) () there is no pending administrative and/or criminal charge against me; e) I am () not () a co-maker to _____ (No.) employees of the Corporation in the total amount of Php _____; f) () I have no past-due accounts with the Fund; g) my spouse is () not () gainfully employed; h) () all the information I have reported in this application are true and correct.

Signature Over Printed Name
Applicant

FURTHER, I / WE HEREBY AGREE

1. That we shall fulfill all loan requirements and execute all supporting papers necessary;
 2. That we shall comply with the post audit requirements after the loan approval;
 3. That we shall conform to any changes, modifications or amendments of policies, rules and regulations including the interest rates, terms and conditions of the loan;
 4. That any misrepresentation of material facts is a ground for disapproval of the application, cancellation of the loan.
- The foregoing statements and information made for the purpose of obtaining credit are true, correct and complete to the best of my/our knowledge and belief.

CREDIT REPORT

To be accomplished by the Applicant

Gross Salary _____ Php _____
 (as of the Month of Application)
 Less: Total Deductions _____
 NET Salary _____ Php _____
 LESS: (per Section 33 of General
 Appropriation Act of 1989) _____ **3,000.00**
 Net Monthly Paying Capacity _____ Php _____

To be accomplished by SLA, COOP and HR / Regional Counterpart and Other Regional Lending institutions:

To ensure that the net take home pay of the loan applicant will not be lower than P3,000.00

Concerned Group	Type of Loan	Amount of Amortization	Amount Approved	Authorized Signatory
NPCSLA				
NPC COOP				
HR / Regional / Plant Counterpart				
Others (For Regions)				

EVALUATION / RECOMMENDATION

(To be filled up by NPC-PF Loan Analyst only)

Equity Contribution as of _____

Employee Share _____
 Employer Share _____
TOTAL EQUITY CONTRIBUTION _____

TO BE ACCOMPLISHED BY HR / REGIONAL / PLANT COUNTERPART

CERTIFICATION OF LEAVE CREDITS

Leave Credits as of _____
 Certified by: _____

TO BE ACCOMPLISHED BY NPC - PF LOAN ANALYST

LOAN COMPUTATION

Approved Amount of Loan _____ Php _____
 Less: LRI _____
 Filing Fee / Processing Fee _____
 Accrued Interest _____
 Others _____
 Total Deductions _____
 Net Amount _____ Php _____

Amount of Loan Approved : _____
 Check No. _____ Check Date: _____

Repayment Period	Interest Rate	Monthly Amortization	Date of 1st Monthly Amortization
mos.	%	P _____	

Processed by: _____ Audited by: _____ Reviewed by: _____ Approved by: _____
 Loan Analyst Financial Analyst Section Chief NPC - PF Administrator

CHECKLIST OF REQUIREMENTS

RULES AND REGULATIONS

- Duly accomplished application form supported by the following documents
- * Latest Payslip (Borrower and Co-Maker)
 - * Borrower's and Co-makers Company ID

* All provisions stipulated under NPC - PF STL / EDL / EML / APL guidelines shall be strictly enforced.

Note: All documents should be presented in original and photocopy. For Plants, HR should certify all the documents prior to submission to the NPC PF Office.

VIOLATIONS

SANCTIONS

- * Misrepresentation of facts and falsification of public documents
- * Failure to pay monthly amortization

- * All loan privileges including payment of equity dividend are suspended to commence one (1) year after full payment of the one and demandable loan.
- * Penalty of 2% per month to any unpaid intentional or unintentionally shall be collected from the borrower from the day it becomes due and demandable until fully paid.
- * Equity dividend bonus/es and other claims shall be applied to fully pay arrearages & surcharges.
- * Loan privileges are suspended until full payment of arrearages and surcharges.

Signature Over Printed Name
Applicant

Signature Over Printed Name
Co-Maker 1

Signature Over Printed Name
Co-Maker 2