

NPC - PROVIDENT FUND

FORM No. 001 Rev. 03 092009

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.

New
 Renewal

Application No.	Type of Application	Interest rate	Terms	Amount Applied	Loan Payment Preference
<input type="text"/>	<input type="checkbox"/> Educational Loan (EDL)	5%	12 Mo	<input type="text"/>	<input type="checkbox"/> Through Check
<input type="text"/>	<input type="checkbox"/> Short Term Loan (STL)	10%	12 mo	<input type="text"/>	<input type="checkbox"/> Through Cash Card
<input type="text"/>	<input type="checkbox"/> Emergency Loan (EML)	3%	36 mo	<input type="text"/>	Cash Card No.: (Attach Cash Card copy)
<input type="text"/>	<input type="checkbox"/> All Purpose Loan (APL)	10%	24 mo	<input type="text"/>	<input type="text"/>

TO BE FILLED UP BY THE MEMBER / APPLICANT

DCE No.	Last Name	First Name	Middle Name	Entrance To duty(mmddyy)	Nature of Appointment
Position	CC No. / Name	Contact No. (Cel#/Local)	Date of Birth (mmddyy)	Civil Status	Salary Rate

Region HO Spug Luzon Spug Visayas SPUG Mindanao Plants _____
(Please specify Other Regions)

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

(For EDL only)

In connection with my application for an EDL in the amount of _____ (Php _____) I hereby certify that said amount shall be used exclusively in financing expenses for purposes of education of () myself () spouse () children, dependent sister / brother / nephews / nieces.

Level of Education	Name	Date of Birth	Age	Course Title

(For EML only)

In connection with my application for an EML in the amount of _____ (Php _____) I hereby certify that said amount shall be used exclusively in financing medical expenses of () myself () spouse () dependent (refer to EML guidelines for qualified dependents)

Relationship	Name	Date of Birth	Age	Cause / Remarks

(For All Loans)

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)				

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

Duly accomplished application form supported by the following documents

A. SHORT TERM LOAN (STL) and ALL PURPOSE LOAN (APL)

- * Latest Payslip (Borrower and Co-Maker)
- * Borrower's and Co-makers Company ID

B. EDUCATIONAL LOAN (EDL)

- * Proof of Enrollment (O.R., Assessment / Registration Form)
- * Birth Certificate / Marriage Contract as maybe applicable
- * Latest Payslip (Borrower and Co-Maker)
- * Borrower's and Co-makers Company ID

C. EMERGENCY LOAN (EML)

- * Medical Claim
SOA, O.R., Doctors Certificate and Doctors Prescription if any
- * Calamity Claim (Fire / Flood / Other Calamities)
Brgy. Clearance, Pictures Before & After, O.R./Bill of Materials
- * Death Claim
Death Certificate, O.R.
- * Birth Certificate / Marriage Contract as maybe applicable
- * Latest Payslip (Borrower and Co-Maker)
- * Borrower's and Co-makers Company ID

RULES AND REGULATIONS

- * All provisions stipulated under NPC - PF STL / EDL / EML / APL guidelines shall be strictly enforced.
- * Post Audit Requirements for EDL / EML. The original and photocopy of proof of enrollment / utilization shall be required from the member thirty (30) days from loan approval

VIOLATION

- * Failure to submit Post Audit Requirement
- * Loan not used for its intended purpose/s
Misrepresentation of facts and falsification of public documents
- * Failure to pay monthly amortization

SANCTIONS

- * Loan is declared due and demandable
- * Conversion of interest rate of 15% retroactive on the date of first 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

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.

Signature Over Printed Name
Applicant

Signature Over Printed Name
Co-Maker 1

Signature Over Printed Name
Co-Maker 2