| **Form/01**  http://www.celtnet.org.uk/images/gambia-flag.gif  **CIVIL SERVICE REVOLVING LOAN SCHEME APPLICATION FORM** | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Part A  PERSONAL DETAILS | | | | | | | | | | | | | | | | | | | |
| Full Name: | | | | | | | | | | | | | | | | | | | |
| Date of birth:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | Place of Birth:\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | Phone#:\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Residential address: | | | | | | | | | | | | | | | | | | | |
| Marital status:  ----------------------------- | Next of Kin:  --------------------------- | | | | | | | | | Phone #:  ------------------------ | | | | | | | | | Sex: M/F |
| PART B  Employment Information | | | | | | | | | | | | | | | | | | | |
| Ministry/Department Address: | | | | | | | | | | | | | | | | | | | |
| Position: | | | | | | | | | | | | | | | | | | | |
| Employment #: | | | | | | | | | Grade: | | | | | | | | | | |
| Monthly net salary: *(attach most recent pay slip)* | | | | | | | | | TIN#: | | | | | | | | | | |
| Date of 1st Appointment: …………………………….  Remaining length of service to retirement …….......years   * Confirmed * Unconfirmed | | | | | | | | | | | | | | | | | | | |
| PART C | | | | | | | | | | | | | | | | | | | |
| Did you previously apply for loan from the CSRLS? a. Yes b. No | | | | | | | | | | | | | | | | | | | |
| If yes, please state the type(s) of loan: …………………………………….. | | | | | | | | | | | | | | | | | | | |
| Were you successful? a. Yes b. No | | | | | | | | | | | | | | | | | | | |
| Please state the year(s): ……………………………………. | | | | | | | | | | | | | | | | | | | |
| PART D  TYPE OF LOAN: (*Please select the most appropriate section*)   * Personal Loan * Car Loan * Housing Loan   SECTION A- personal Loan | | | | | | | | | | | | | | | | | | | |
| Amount Requested: | | | | | Amount in words: | | | | | | | | | | | | | | |
| Purpose of loan: | | | | | | | | | | | | | | | | | | | |
| 1. Bank Account #: | | | | | | | | | | | | | | | | | | | |
| Name and Bank address: | | | | | | | | | | | | | | | | | | | |
| Do you have any current loans: Yes/No  *(if yes please fill out PartD)* | | | |  | | | | | | | |  | | | | | | | |
| Type of security:   1. Personal guarantor 2. 2 guarantors 3. Title deed | | | | | | | | | | | | | | | | | | | |
| 1st Guarantor  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Position:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | Grade:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| Ministry/Department Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |
| Employment #: | | | Tin #: | | | | | | | | | | Phone #: | | | | | | |
| Date of 1st Appointment: …………………………….  Remaining length of service to retirement…….......years   * Confirmed * Unconfirmed | | | | | | | | | | | | | | | | | | | |
| Signature of 1st guarantor………………………………… Date…………………………………….. | | | | | | | | | | | | | | | | | | | |
| 2nd Guarantor  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | Position:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | Grade:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| Ministry/Department Address: | | | | | | | | | | | | | | | | | | | |
| Employment #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Tin #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Phone #:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Date of 1st Appointment: …………………………….  Remaining length of service to retirement…….......years   * Confirmed * Unconfirmed | | | | | | | | | | | | | | | | | | | |
| Signature of 2nd guarantor………………………………… Date…………………………………….. | | | | | | | | | | | | | | | | | | | |
| SECTION B- CAR LOAN | | | | | | | | | | | | | | | | | | | |
| Amount Requested: Amount in words: | | | | | | | | | | | | | | | | | | | |
| Vendor’s Bank Account #: | | | | | | | | | | | | | | | | | | | |
| Bank Name and address of vendor: | | | | | | | | | | | | | | | | | | | |
| B-Ban Number of vendor: | | | | | | | | | | | | | | | | | | | |
| Name and address of vendor: | | | | | | | | | | | | | | | | | | | |
| Vehicle type: | | Vehicle color: | | | | | | Registration number: | | | | | | | | Year of manufacture: | | | |
| Type of Security/Collateral   1. Bill of Sale 2. Title Deed: 3. 1 Guarantor | | | | | | | | | | | | | | | | | | | |
| Guarantor’s name:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Position:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Grade:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Ministry/Department Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |
| Employment #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Tin #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | |
| Date of 1st Appointment: …………………………….  Remaining length of service to retirement…….......years   * Confirmed * Unconfirmed | | | | | | | | | | | | | | | | | | | |
| Signature of guarantor………………………………… Date…………………………………….. | | | | | | | | | | | | | | | | | | | |
| Do you have any current loans: Yes/No *(if yes please fill out Part D )* | | |  | | | | | | | | | |  | | | | | | |
| In the event this loan application is approved, I undertake to execute a Security Interest in Moveable Assets in favour of the Management Board of the CSRLS, and on receipt of the vehicle to deliver it and its keys to the Chairperson, Management Board of the CSRLS, who will release it to me upon the signing and registration of the aforementioned Security Interest in Moveable Assets and on production of a valid certificate of insurance.  Signature of applicant: …………………………………….. | | | | | | | | | | | | | | | | | | | |
| SECTION C – HOUSING LOAN | | | | | | | | | | | | | | | | | | | |
| Amount Requested: | | | | | | Amount in words: | | | | | | | | | | | | | |
| Bank Account #: | | | | | | | | | | | | | | | | | | | |
| Bank name and Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | |
| Purpose of Loan: *(please circle the appropriate section)*   1. Purchase of landed property 2. Erection of a new building 3. Building upgrade 4. Repair an existing property | | | | | | | | | | | | | | | | | | | |
| Location: | | | Name of Owner(s): | | | | | | | | | | | | | | | | |
| Mode of Security/Collateral*(please provide copy & attach with form)*   1. Mortgage | | | | | | | | | | | | | | | | | | | |
| |  |  | | --- | --- | | Next of Kin: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Telephone/mobile No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | | | | | | | |
| part E  Other Loans, Debts, or Obligations | | | | | | | | | | | | | | | | | | | |
| Description | | | | | | | Account no. | | | | | | | | Amount | | | | |
|  | | | | | | |  | | | | | | | |  | | | | |
|  | | | | | | |  | | | | | | | |  | | | | |
| What security did you provide?   1. Title deed 2. guarantor | | | | | | | | | | | | | | | | | | | |
| PART F  Other Assets or Sources of Income | | | | | | | | | | | | | | | | | | | |
| Description | | | | | | | | | | | Amount per month or value | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | |
|  | | | | | | | | | | |  | | | | | | | | |
| I certify that the information given above is to the best of my knowledge, true and complete. Therefore, I authorise the Management Board of the CSRLS, to verify the information provided on this form as to my creditworthiness and employment history. | | | | | | | | | | | | | | | | | | | |
| Signature of applicant……………………………… | | | | | | | | | | | | | | Date………………………… | | | | | |

**PART G (For official use)**

(a) Report by the Secretariat of the CSRLS Board (*For salary and employment verification*)

Accurate Not Accurate

🗖 🗖 -Salary and grade

🗖 🗖 -Date of Birth

🗖 🗖 -Date of Employment

🗖 🗖 -Confirmation

🗖 🗖 -Length of service

I hereby certified that the details provided by the applicant in this form are……………

…………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………….

1st Verifying Officer: …………………………………………… Signature: ………………………..

Date: ………………………………

2nd Verifying Officer: …………………………………………… Signature: ………………………..

Date: ………………………………

(b) To be certified by the Secretary, CSRLS Board

Remarks……………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………

Signature: ………………………………………. Date……………………………………….

Approval granted/not granted

Approving Authority, Chairperson, CSRLS ……………………………………………………………

Signature ………………………………………. Date ……………………………………….