

LOAN APPLICATION FORM

(To enable us to process you application form efficiently, please make sure all items with ✓ mark are filled out)

PERSONAL DATA			LOAN INFORMATION	
✓ NAME OF BORROWER (Last name, First Name, Middle name)		✓ AMOUNT	✓ TERMS OF PAYMENT	✓ INTEREST (to be filled by RDFFLFIMPC)
✓ MOBILE NUMBER				
✓ EMPLOYEE ID NUMBER: YEARS IN SERVICE:				
✓ LOAN TYPE				
<div><div>_____Petty Cash</div><div>_____Appliance</div><div>_____Education</div><div>_____Hospitalization</div><div>_____Travel</div><div>_____Housing</div><div>_____Transport</div><div>_____others: (please specify) _____</div></div>				
✓ Co-maker 1		✓ Co-Maker 2		
✓ Name:		✓ Name:		
✓ Department/Position:		✓ Department/Position:		
✓ Signature:		✓ Signature:		
Savings: (*to be filled by RDFFLFIMPC)		Savings: (*to be filled by RDFFLFIMPC)		
HRD RECOMMENDATION		LOAN COMPUTATION (*to be filled by RDFFLFIMPC)		
Department: _____		Approved Amount of Loan:		
Employment Status: (regular, probationary)				
Salary: _____		Plus Old Balance:		
Deductions:		Interest		
➤ SSS _____				
➤ Philhealth _____				
➤ Pag-Ibig _____		Divide by Terms of Payment:		
➤ Tax _____				
➤ Loans/Advances _____				
Total deductions _____		Net proceeds		
Actual Net Pay: _____				
_____ Eligible _____Not Eligible				
Verified by:		<u>Expected Deduction Per Cut off:</u>		

Signature over Printed Name				
LOAN VERIFICATION (FOR RDFFLFIMPC USE ONLY)				
Savings: _____			_____Member	_____Non-Member
Loan Type	Original Principal	Outstanding Balance	Past Due Balance	Period Covered
Verified by and date: _____			Comments: _____	
RECOMMENDATION & APPROVAL				
RDFFLFIMPC				
_____		_____		
Chairman		Board of Director	Board of Director	

TERMS AND CONDITIONS

(To be filled-out by the Borrower)

- 1. MODE OF PAYMENT: Loan should be paid through payroll deduction and should strictly follow the approved semi-monthly amortization schedule.
- 2. INTEREST:
 - a. Provident loan shall bear an interest at the rate of three percent (3%) per month based on diminishing principal balance for member-borrower and straight computation for non-member-borrower.
 - b. Emergency loan shall be charged an interest rate of two percent (2%) per month based on diminishing principal balance for member-borrower and straight computation for non-member-borrower.

The borrower is required to provide and submit an actual receipt amounting to fifty percent (50%) of the actual loan, one month after the releasing of loan.

If the borrower cannot provide a receipt on the said date, the loan shall be charged an interest rate of three percent (3%) per month based on diminishing and straight computation.

If the receipt presented is less than fifty percent (50%) of the actual loan, subject for approval of the Board of Directors if the interest rate will be 2% or 3%.

- 3. AUTHORIZATION: The borrower hereby authorizes HR Department to deduct every payday from his/her salary any unpaid due amount and until full payment thereof.

Signature Over Printed Name of the Borrower

CO-MAKERS' OBLIGATION AND AUTHORIZATION

(To be filled out by the Co-Makers)

We, the undersigned co-makers, hereby agree with all the terms and conditions of this loan agreement and voluntarily bind ourselves to be jointly and severally liable with the borrower should he/she fails to pay the loan subject of this agreement. In order to fulfill this obligation, we hereby authorize the HR Department to deduct from his/her salary, bonuses, allowances and other benefits and/or RDFFLFI Cooperative Treasurer to collect and deduct from our salary and/or savings the unpaid obligation including interest and penalties.

Signature Over Printed Name of the Co-Maker 1

Signature Over Printed Name of the Co-Maker 2