



UP MADAYAW MULTI-PURPOSE COOPERATIVE
Mintal, Tugbok District, Davao City

APPLICATION FOR LOAN

Date: _____

Loan Requirements: SEE BACK PORTION OF THIS FORM

STEP 1

Name of Member: _____ Contact No. _____

Type of Membership: ☐ Regular ☐ Associate

Designation: _____ Office/Department: _____

Nature of Appointment: ☐ Permanent ☐ Casual ☐ NGS Years of Service _____

Permanent Address: _____

I would like to apply for: ☐ Emergency Loan: (1,000.00 min - 5,000.00 max) ☐ Regular Loan
☐ Multi-Purpose Loan ☐ Consolidated Loan ☐ Personal Express Loan

Amount in words _____ (PhP _____)
Payable in _____ (no. of months)

STEP 2

LOAN COMPUTATION (For UPMMP Use Only)

Fixed Deposit as of _____	P _____	P _____
LOANABLE AMOUNT		
Less: Interest	_____	
Service Fee	_____	
Share Capital Retention	_____	
Others (e.g. Loan Balances)	_____	
NET LOAN	P _____	P _____
Amount of Monthly Amortization	P _____	
Collection Period (Months)	_____	

CO-MAKERS's Fixed Deposit and Loan Balances as of _____:

<u>Description</u>	<u>Amount</u>	<u>Collection Period (Months)</u>
Fixed Deposit	_____	_____
Regular Loan	_____	_____
Emergency Loan	_____	_____
Multi-Purpose Loan	_____	_____
Consolidated Loan	_____	_____
Personal Express Loan	_____	_____
TOTAL	_____	_____

Computed by: _____ Date: _____ Date Due: _____
Verified by: _____ Date: _____

STEP 3

AUTHORITY FOR SALARY DEDUCTION AND AGREEMENT

I hereby authorize the Treasurer/Disbursing Officer of the UP Madayaw Multi-Purpose Cooperative (UPMMP) to collect from my salary every month for _____ (no. of months) the sum of _____ (PhP _____) plus interest/fine/cost and in addition to my regular savings.

I/We also agree that should I/we fail to pay any installment dues on the loans, I/we promise to pay any fine imposed in accordance with the By-Laws of the UPMMP.

I/We further agree that the loan I/we availed in the UPMMP will not be used to offset my fixed deposit/share capital.

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Name and Signature of Member (Applicant)

Name and Signature of Member (Co-Maker)

STEP 4

ACTION OF THE CREDIT COMMITTEE: ☐ APPROVED ☐ DISAPPROVED

Name and Signature _____ Date _____

Name and Signature _____ Date _____

Reason/s for DISAPPROVAL: _____

LOAN REQUIREMENTS:

Multi-Purpose Loan / Regular Loan

- Completely filled-up Application Form
- Latest 1 month payslip of Borrower and Co-maker
- Net take home pay must not less than Php 2,000.00 excluding ACA/PERA for regular members
- No outstanding balance except emergency loan
- Photocopy of latest contract for NGS
- 2 years of membership or equivalent to 24 months share capital

Emergency Loan

- Completely filled-up Application Form
- Latest 1 month payslip of Borrower
- Latest 1 month payslip of Co-maker (for loan above Php 2,000.00)
- Net take home pay must not less than Php 2,000.00 excluding ACA/PERA for regular members
- No outstanding balance of emergency loan
- Photocopy of latest contract for NGS
- 2 years of membership or equivalent to 24 months share capital

Consolidated Loan

- Completely filled-up Application Form
- Latest 1 month payslip of Borrower and Co-maker
- Re-loan shall be granted if 50% of the loan has been paid
- Net take home pay must not less than Php 5,000.00 excluding ACA/PERA
- Members with 3 years university service (except for NGS Personnel)
- Share Capital must be more than Php 8,000.00
- No outstanding balance except emergency loan