



GOVERNMENT OF SEYCHELLES
APPLICATION FOR GENERAL PURPOSE LOAN

(Applicants are requested to read the procedures carefully before completing the form)

1. APPLICANT'S NAME: _____
 Ministry/Department of _____

2. EMPLOYER: _____

3. DIVISION: _____ Tel (Office) _____

4. POST TITLE: _____

5. RESIDENTIAL ADDRESS: _____

6. NATIONALITY: Seychellois Non - Seychellois

7. ARE YOU ON CONTRACT SERVICE Yes No

8. IF YES WHEN DOES THE CONTRACT EXPIRE? Date ___/___/200__

9. AMOUNT OF LOAN REQUIRED: (MAXIMUM SR 5,000) SR

10 PURPOSE OF LOAN _____

11. NUMBER OF INSTALMENTS PROPOSED FOR REPAYMENT _____ (Maximum 12 months)

12. PROPOSED COMMENCEMENT DATE FOR REPAYMENTS _____

13. SALARY DETAILS (as per latest payslip) Please attach a photocopy of the latest payslip.

a. PERSONAL SALARY: SR _____ per month

b. ALLOWANCES: SR _____ per month

TOTAL EARNINGS (a+b) SR _____ per month (i)

DEDUCTIONS (Please specify) EXCLUDING THIS LOAN NET PAY (i-ii)

SR

a. _____ SR _____ per month

b. _____ SR _____ per month

c. _____ SR _____ per month

TOTAL DEDUCTIONS (a+b+c) SR _____ per month (ii)

14. LOANS OUTSTANDING AND MONTHLY COMMITMENTS

	<u>LOAN BALANCE</u>	<u>MONTHLY REPAYMENTS</u>
To Government:		
_____ SR _____		SR _____
_____ SR _____		SR _____
Others (Please specify):		
_____ SR _____		SR _____
_____ SR _____		SR _____

I hereby authorised that the above loan instalments together with interest may be deducted from my salary.

DATE: ___ / ___ / 200__

 APPLICANT'S SIGNATURE

CRTIFICATE OF HEAD OF DIVISION/ORGANISATION

The general purpose loan is recommended/not recommended (delete as necessary)

_____	_____	_____
NAME OF OFFICIAL	DESIGNATION	SIGNATURE

FOR OFFICIAL USE ONLY

- a LOAN AMOUNT REQUIRED SR _____
- b REPAYMENT COMMENCEMENT DATE _____
- c MONTHLY INSTALEMENTS _____ NOS SR _____
(Including interest)
- d Total Earnings (as per Item 13) SR
- e Total deductions before this loan (as per Item 14) SR
- f Take home pay (d – c – e) (**Minimum SR1,000 per month**) SR

APPROVED

NOT APPROVED

REMARKS:

APPROVING OFFICER _____

Reasons for non - approval

SIGNATURE _____

- Incomplete Application form
- Application form not endorsed by employer
- No payslip has been attached
- Your present take- home pay does not justify this loan.
- Purpose of loan does not justify approval

Approval/Non – Approval conveyed to applicant on _____