



**GOVERNMENT OF SEYCHELLES  
APPLICATION FOR VEHICLE**

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

1 APPLICANT NAME: \_\_\_\_\_  
 2 EMPLOYER: Ministry/Department of \_\_\_\_\_ TEL (OFFICE) \_\_\_\_\_  
 3 DIVISION: \_\_\_\_\_  
 4 POST TITLE: \_\_\_\_\_  
 5 RESIDENTIAL ADDRESS: \_\_\_\_\_  
 6 NATIONALITY: \_\_\_\_\_

Seychellois  Non-Seychellois

7 ARE YOU ON CONTRACT SERVICE  No  Yes

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

9 AMOUNT OF LOAN REQUIRED: SR

10 PROPOSED VEHICLE Will be  Imported  Purchased locally

(If imported, please attach a photocopy of the quotation or proforma invoice, and import permit if applicable. If purchased locally, please attach insurance valuation, quotation or invoice).

11 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 DEDUCTION (a+b+c) \_\_\_\_\_ per month (ii)

**12 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 _____

DATE: / /200

\_\_\_\_\_  
 APPLICANT'S SIGNATURE

**CERTIFICATE OF HEAD OF DIVISION/ORGANISATION**

Recommended/Not Recommended (delete as necessary)

\_\_\_\_\_  
 NAME OF OFFICIAL DESIGNATION SIGNATURE

**FOR OFFICIAL USE ONLY**

a LOAN AMOUNT REQUESTED SR \_\_\_\_\_

b MONTHLY INSTALMENTS \_\_\_\_\_ NOS SR \_\_\_\_\_  
(Including interest)

c Total Earnings (as per Item 11 i) SR

d Total deductions before this loan (as per Item 11 ii) SR

e Take home pay (c-b-d) (Minimum SR 2,000 per month) SR

APPROVED

NOT APPROVED

REMARKS:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
APPROVING OFFICER

\_\_\_\_\_  
SIGNATURE

Reasons for non-approval

- Incomplete Application form
- Application form not endorsed by employer
- No payslip has been attached
- Quotation/Proforma invoice, Insurance valuation and/or Import Permit not attached (as applicable)
- Your present take- home pay does not justify this loan.

Approval/Non-Approval conveyed to applicant on \_\_\_\_\_



## **B DISBURSEMENT OF LOAN**

### **a For local purchases:**

If approval is conveyed, the employee has to produce a copy of the approval letter to the Chief Accountant – Treasury.

The Treasury will issue an account payee cheque favouring the SELLER to him/her or his/her duly authorized representative. CHEQUES WILL NOT NORMALLY BE ISSUED TO THE APPLICANT EXCEPT AS SPECIFIED IN © BELOW.

### **b For imports through a local agent**

Where a vehicle is imported through an agent in Seychelles, a Seychelles Rupee cheque will be forwarded directly to the agent on production of the invoice.

### **c Direct import of vehicle by applicant**

Where an applicant imports a vehicle DIRECTLY a Seychelles Rupees cheque for Trades Tax will be payable directly to the Controller of Taxes on production of a certified bill of entry.

## **C DOCUMENTATION**

The applicant has to complete all necessary documentation at the TREASURY before the funds are disbursed

- i Receipt for **COMPREHENSIVE** insurance. (Jointly with Government of Seychelles)
- ii Valuation of vehicle
- iii. Registered copy of the hypothecation agreement.

## **D OTHERS**

- i Employees are required to have the vehicle comprehensively insured until the loan is fully repaid.
- ii The vehicle cannot be sold or otherwise transferred without the prior approval of the Ministry of Finance.



**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:

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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 \_\_\_\_\_

## **PROCEDURES FOR APPLICATION, DISBURSEMENT AND REPAYMENT OF GENERAL PURPOSE LOANS**

### **APPLICATION**

1. All government employees are eligible to apply for this loan.
2. Applications should be made in the prescribed format to the Chief Accountant, Treasury, P O Box 59, Central Bank Building, Victoria.
3. All applications duly completed and endorsed by at least the **HEAD OF DIVISION** should be forwarded to the above address.

If the take home pay is less than **SR1,000** per month after deduction of this loan, no loan shall be granted. All applicants are requested to calculate this before forwarding the application.

### **DISBURSEMENT**

1. Employees should present a copy of the letter of approval to the Chief Accountant – Treasury
2. All documentation must be completed before disbursement is made.
3. Cheques will be issued to the employee concerned for the loan approved. **NO CASH PAYMENTS WILL BE MADE.**

### **REPAYMENTS**

1. All loans will attract an interest of 10% per annum on reducing balance. The rate of interest is subject to change.
2. The loan will have to be repaid in full within the period specified **IN THE APPROVAL** letter.
3. Commencement of deductions from salary will also be as specified in the approval letter. It should be noted that the requested instalment amount and repayment commencement date in the application form are indicative only.