



FIJI PUBLIC SERVICE CREDIT UNION LOAN APPLICATION FORM

Mr
1. Name Mrs..... 2. EDP 3. FNPF.....
Miss
4. Department..... 5. Station.....
6. Residential Address.....
7. Postal Address.....
8. Telephone : Office..... 9. Home..... 10. Date of Birth.....
11. Substantive Post..... 12. Level..... 13. No. of Years of Service.....
14. Salary p.a. \$..... 15. F/N Salary:Gross \$..... 16. Net \$.....
17. Other fortnightly/monthly income (wife's/husband's income)Gross \$..... 18. Net \$.....
Total Monthly Gross :\$..... Total Net :\$.....
19. Amount of Loan applied \$.....
Reason for seeking loan

21. Security Offered..... 22. Proceeds of loan (please tick) Bank / Hold Chq. / Post Chq. / CDP Chq.
23. Banker :..... 24. Branch :..... 24. Bank Account No. | | | | | | | | | |

25. I certify that all statements made above are correct and true and I confirm that I have read and agree to the terms and conditions on which loan is given. I hereby authorise my departments to deduct \$..... pf in addition to deductions already being made from my salary such sum necessary to repay the amount of loan approved by the Credit Committee or the Board and the interest payable thereon. This authority shall not be varied or cancelled without consent of the General Manager of the Fiji Public Service Credit Union.

Signature : Date:

A. **FOR OFFICIAL USE ONLY** LOAN NUMBER.....

Date of application received..... Date of Last Loan..... Amount: \$.....
No. of Loans during last 3 Months..... Amount.....
Member's Shares \$..... Loan \$..... as at.....
Balance \$..... CR/DR Initialed.....
Rate of Shares \$.....WK/FN/MTH Other Savings \$..... Rate of Repayments WK/FN/MTH
Payment Period..... Minimum LR \$..... Current \$..... Difference \$.....

B. **APPROVED / REJECTED** Amount Approved \$..... Date:.....

Loan Repayment per month to be \$.....
Subject to reason :

Signature of Chairman:.....
Signature of Member:

C. **PAYMENT / RECEIPT**

Cheque No. Date..... Amount.....
Dispatched By Mailed By..... CDP By..... Date.....
Received the sum of \$ Signature of Receptient.....

General Information and Conditions of Loan

- 1 All questions in the application form must be fully answered. Failure to do so will cause unnecessary delay. Please do not apply if you do not meet the conditions of the loan.
- 2 Application for loan may be for provident purposes only by members who have been contributors for more than 3 months and if lodged at the Credit Union by 11AM DAILY. Process for approval will be considered firstly for those members with credit balances and to be collected after 2.30pm on the following day. However, for those members with overdrawn balances, loan process will take about 3 days for consideration and cheques can be collected thereafter.
- 3 No loan will be considered on ad-hoc basis during the week except in properly substantiated cases of an emergency such as accident, sickness, death and disconnection.
- 4 When a member is repaying the present loan, but applies for another loan, such application will only be considered if the shares are more than the loan outstanding at the time of the application and in such cases the loan would normally be not more than twice the difference between the member's share and the outstanding loan.
- 5 A loan in excess of \$500.00 above a member's share will be required to be covered by Bill of Sale or mortgage for total loan on any "fixed" item e.g. furniture, refrigerator, car, etc. and valued by any registered valuer subject to verification by the Credit Committee or Management. Insurance cover will also be required. The valuer fees and insurance premium and the cost of preparing, registering and discharging the Bill of Sale or mortgage will be payable by the applicant. Securities (Bill of Sale and mortgage) will be reviewed at the end of the first three years.
- 6 All members must strictly adhere to the terms and conditions of bills of sale or mortgages wherever applicable, failure to do so would result in the FPSCU exercising its powers of mortgagee sale under the mortgage and/or repossession under Bill of Sale Pursuant to Demand and/or suing the member for recovery of the balance outstanding, costs of which are to be borne by the member.
- 7 The Credit Committee may reduce the amount of loan you apply for or decide the rate and period within which the loan should be repaid, and the FPSCU reserves the right to review your account and demand a higher rate of repayment, as necessary.
- 8 The interest rate is 1% per month, calculated on the reducing balance for that month, and is subject to change in accordance with the laws.
- 9 The FPSCU has a first lien on your "Savings" for the unpaid balance of loan.
- 10 The unpaid balance of loan shall become immediately due and payable if you cease to be a member of the FPSCU or the employer for some good reason stops regular deductions from salary or under the covenants of the mortgage or Bill of Sale.
- 11 All approved loan applications will attract a loan establishment fee as per following scale which will not be refundable (Supplementary By-Law 75.2(d)(i)) :

\$ 200 - \$ 500 = \$ 2.00	\$ 501 - \$1000 = \$ 5.00
\$1001 - \$3000 = \$10.00	
- 12 All loans shall be repayable on demand but unless and until demanded shall be repayable in accordance with the repayment term agreed or reviewed.
- 13 Statements of accounts will be made available to the member every 6 months, or on reasonable request.
- 14 If there are any changes to interest rates, charges, fees, repayment schedule, FPSCU will inform you by letter or internal publication 30 days before the change occurs. If any of the information you provided to FPSCU has changed, please let the Credit Union know so that we can amend our records accordingly.
- 15 All members are advised to seek independent legal advice as to the meaning and effect of this document and sign of their own free will.

