

# MANUFACTURING SECTOR WORKERS WELFARE FUND

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## EDUCATIONAL LOAN SCHEME

Application Form

FOR OFFICE USE

### SECTION ONE

#### APPLICANT

National Identity Card No.: .....

Surname (block letters): .....

Other names (block letters): .....

Residential Address: .....

Phone No.: Office: ..... Res: ..... Mobile: .....

Enterprise: ..... Occupation: ..... Basic Salary: .....

No. of years of service at present enterprise ..... and previous enterprise(s): .....

#### LOAN DETAILS

Supplier: ..... Cheque to be drawn on: .....

Quotation Amount: ..... Loan Amount: .....

**If Loan Amount exceeds Rs 10,000, fill Guarantor's Details**

#### GUARANTOR'S DETAILS

**Eligibility of Guarantor : A worker must stand as a guarantor to a single worker at a time**

National Identity Card No.: .....

Surname (block letters): .....

Other names (block letters): .....

Residential Address: .....

Phone No.: Office: ..... Res: ..... Mobile: .....

Enterprise: .....

Occupation: ..... Relationship with applicant: .....

No. of years of service at present enterprise: ..... Date joined: .....

No. of years of service in previous enterprise(s): .....

**Purpose of Loan (Please tick as appropriate):**

1. Payment of School Certificate examination fees  (fill Part A)

2. Payment of Higher School examination fees  (fill Part A)

3. Payment of post-secondary courses  (fill Part B)

#### **Part A**

Name of child attending the secondary institution: .....

Name of secondary institution: ..... Class: .....

#### **Part B**

Course followed by: Son  Daughter  Self

Name of person following the course: .....

Name of post-secondary institution: .....

Course Name: .....

Duration of course: ..... MQA Approved: Yes No Type: Full Time Part Time

## DECLARATION

I certify that the particulars given above are to the best of my knowledge correct.

.....  
Date

.....  
Signature of Applicant

### SECTION TWO (To be filled in by the Human Resource Department of the Enterprise)

Name of enterprise: .....

Address of enterprise: .....

Contact Person:..... Contact No:..... Email Address:.....

I hereby certify that (1).....

bearing NID number ..... and residing at (2) .....

.....is employed as (3) .....

with this enterprise as from (4).....to (5) .....

Date: .....DD/MM/YY.....

.....  
Signature

(1) Name of employee in block letters

(2) Precise address of employee

(3) Position held by employee

(4) Date of Employment

(5) Present Date

.....

Name and status of signatory

**Seal of Enterprise**

### Photocopies of documents to be submitted with Application Form:

<b>DOCUMENTS</b>	<b>SUBMITTED</b>
• National Identity Card of Applicant	<input type="checkbox"/>
• Proof of Address	<input type="checkbox"/>
• Birth Certificate of Applicant	<input type="checkbox"/>
• Recent Payslip of Applicant	<input type="checkbox"/>
• Birth Certificate of son/daughter	<input type="checkbox"/>
• Statement of account from National Pension Fund FOR APPLICANT AND GUARANTOR if years of service less than 2 years	<input type="checkbox"/>
• Photocopy of NID of Guarantor if the loan amount is above Rs. 10,000	<input type="checkbox"/>
• For payment of SC & HSC examinations: Testimonial from school, with seal, certifying class of son/daughter and specifying amount to be paid as examination fees	<input type="checkbox"/>
Or Receipt of payment of examination fees if already paid	<input type="checkbox"/>
• For payment of post-secondary course fees Testimonial or Letter of Offer from post-secondary institution certifying all details on the course and the amount to be paid	<input type="checkbox"/>
Or Receipt of payment effected to the institution for the course	<input type="checkbox"/>

#### NOTE:

- Incomplete, inadequate and inaccurate filling of application form as well as non-submission of required documents may lead to **application not being considered**.
- For the purpose of loan applications submitted to the Fund:
  - A worker cannot stand as guarantor for his/her spouse.**
  - The total amount of loan(s) contracted by a worker **should not exceed Rs. 25,000**, that is, balance on any previous loan(s) taken and any new loan applied **should not exceed Rs. 25,000**.