

# MANUFACTURING SECTOR WORKERS WELFARE FUND

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## MARRIAGE LOAN SCHEME

Application Form

### SECTION ONE

FOR OFFICE USE

#### 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

Name of Son/Daughter: ..... NIC: .....  
Date of projected marriage if applicable: DD/MM/YY Date of Civil Marriage: .....  
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: .....  
Relationship with applicant: .....  
Phone No.: Office: ..... Res: ..... Mobile: .....  
Enterprise: .....  
Occupation: .....  
No. of years of service at present enterprise: ..... Date joined: .....  
No. of years of service in previous enterprise(s): .....

#### 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****Photocopy of documents to be submitted with Application Form:**

<b>DOCUMENTS</b>	<b>SUBMITTED</b>
<b>For Self</b>	
• National Identity Card	<input type="checkbox"/>
• Proof of Address	<input type="checkbox"/>
• Birth Certificate	<input type="checkbox"/>
• Certificate of Civil Marriage or Marriage Certificate from the Mosque	<input type="checkbox"/>
• Recent Payslip	<input type="checkbox"/>
• Bank Account Number	<input type="checkbox"/>
• Photocopy of NID of Guarantor if the amount is above Rs. 10,000	<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"/>
<b>For marriage of son/daughter</b>	
• National Identity Card of Applicant	<input type="checkbox"/>
• National Identity Card of son/daughter	<input type="checkbox"/>
• Birth certificate of son/daughter	<input type="checkbox"/>
• Certificate of Civil Marriage or Marriage Certificate from the Mosque (Original will have to be produced at time of collection of cheque)	<input type="checkbox"/>
• Recent payslip of Applicant	<input type="checkbox"/>
• Bank Account Number of Applicant	<input type="checkbox"/>
• Statement of account from National Pension FOR APPLICANT AND GUARANTOR Fund if years of service less than 2 years	<input type="checkbox"/>
• Photocopy of NID of Guarantor if the amount is above Rs. 10,000	<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**.
- The **original Marriage Certificate** will have to be produced **for verification** purposes **at the time of cheque collection**.
- Application should be made **within 6 months of celebration of Civil Marriage** of any of the abovementioned marriages.