

**MANUFACTURING SECTOR WORKERS WELFARE FUND**

1<sup>st</sup> Floor, Multi Service Complex, Mangalkhan, Floreal

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**MULTI-PURPOSE 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**

Purpose of Loan: .....

Cheque to be drawn on:  Supplier  Individual Name BRN:.....

Supplier/Individual Name:..... Bank Name:.....

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 & a worker cannot stand as guarantor for his/her spouse.**

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:**

DOCUMENTS	SUBMITTED
● National Identity Card	<input type="checkbox"/>
● Proof of Address	<input type="checkbox"/>
● Birth Certificate	<input type="checkbox"/>
● Recent Payslip	<input type="checkbox"/>
● Quotation/s from supplier dated within a period of 3 months of the date of application – BRN of supplier to be found on the quotation or annexed	<input type="checkbox"/>
● NID of Supplier if cheque to be drawn on Individual Name	<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"/>

**NOTE:**

1. The Guarantor must be a worker contributing at least 2 years to the Fund. He/She must stand as **a guarantor for a single worker only**. The Guarantor can be a worker who has already contracted or is contracting a loan.
2. For the purpose of loan applications submitted to the Fund:
  - a) **A worker cannot stand as guarantor for his/her spouse.**
  - b) 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**.
3. Incomplete, inadequate and inaccurate filling of application form as well as non-submission of required documents may lead to application not being considered.