

March 26, 2013

Circular No.: 4

Ref. No. 12123

Financial Secretary
Permanent Secretaries
Heads of Departments

Changes to Personal Loans Operating Procedures

This is to advise that with effect from May 1, 2013 persons wishing to access loans offered by the Ministry of Finance and Planning will be required to provide the following documents:

(1) Picture Identification

- Driver's Licence or
- Passport or
- National Identification; and


(2) Proof of Address

- Utility bill (electricity, water, telephone, cable) with the address of residence

Sureties will also be required to provide these documents. If the applicant is not the owner of the premises, a letter from the owner/landlord giving permission to use his/her bill must be submitted along with a copy of the bill.

These changes have become necessary due to the increase in fraudulent activities.

Please ensure that this circular is brought to the attention of all members of staff.



Lorna A. Phillips (Mrs.)
for Financial Secretary