



GOVERNMENT OF JAMAICA
COMPUTER LOAN APPLICATION FORM



1. PERSONAL INFORMATION

Name:	Substantive Post (Title & Grade)	Tax Registration Number (T.R.N)	JCSA Membership Number:
Home Address:	Telephone Numbers: Home: _____ Office: _____ Cellular: _____	Email Address:	

2. EMPLOYMENT INFORMATION

Ministry/Department:	Office location (Address):	Date of <u>First Permanent Appointment</u> :
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3. LOAN DETAILS

Name of Provider (Proforma Invoice must be stamped by Provider)	Amount of Loan requested: \$ _____
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Supporting documents attached:

Appointment Letter Certified copies of last two (2) months salary slips from Salaries Unit.
 Proforma Invoice Picture Identification. (Passport, Driver's Licence, Government of Jamaica Staff issued or National Identification)
 Utility Bill (electricity, water, telephone or cable)

Are you re-paying any of the following?

	No	Yes	Monthly Repayment
• Motor Vehicle	No	Yes	\$ _____
• Miscellaneous Loan	No	Yes	\$ _____
• Salary Advance	No	Yes	\$ _____
• Computer Loan	No	Yes	\$ _____
• Education Support	No	Yes	\$ _____
• Tertiary Loan	No	Yes	\$ _____

Applicant's Signature : _____ Date: _____

4. RECOMMENDATIONS

Supervisor's Name: _____ Post: _____
Supervisor's Signature: _____ Date: _____

Human Resource Director / Manager:
Name: _____ Post: _____
Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

STATUS OF LOAN: <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED	TOTAL AMOUNT APPROVED & PAYABLE TO: \$ _____ _____ _____	REASON WHY LOAN NOT APPROVED
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Repayment Period for Total Loan of \$ _____ ____ months/fortnights \$ _____ ____ month/fortnight at \$ _____	Comments - Ministry of Finance and the Public Service Signature: _____ Date: _____ Director, Loans Management
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An interest rate of three percent (3%) per annum is deducted once per quarter.