

**GOVERNMENT OF JAMAICA**  
**MISCELLANEOUS LOAN APPLICATION FORM**

**1. PERSONAL INFORMATION**

<b>Name:</b>	<b>Substantive Post (Title &amp; Grade)</b>	<b>T.R.N</b>	<b>Date of First Permanent Appointment</b>
<b>Home Address:</b>	<b>Telephone Numbers:</b> Home: _____ Office: _____ Cellular: _____		<b>Email Address</b>

**2. EMPLOYMENT INFORMATION**

<b>Ministry/Department:</b>	<b>Address:</b>
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**3. LOAN DETAILS**

<b>Purpose of Loan:</b>	<b>Loan Requested</b>	<b>Existing Miscellaneous Loan Balance (Indebtedness to Govt.)</b>	<b>Total Loan</b>
	\$ _____	\$ _____	\$ _____

**Supporting documents attached:**

<input type="checkbox"/> Appointment Letter <input type="checkbox"/> Documentary Proof <input type="checkbox"/> Utility Bill (electricity, water, telephone or cable)	<input type="checkbox"/> <b>Certified</b> copies of last two (2) months salary slips from Salaries Unit. <input type="checkbox"/> Picture Identification. (Passport, Driver's Licence, Government of Jamaica Staff issued or National Identification)
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**Are you re-paying any of the following?**

			<u>Monthly Repayment</u>
• Motor Vehicle	No ___ Yes ___		\$ _____
• Miscellaneous Loan	No ___ Yes ___		\$ _____
• Salary Advance	No ___ Yes ___		\$ _____
• Computer Loan	No ___ Yes ___		\$ _____
• Education Support	No ___ Yes ___		\$ _____
• Tertiary Loan	No ___ Yes ___		\$ _____

<b>Applicant's Signature:</b>	<b>Date:</b>
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**4. RECOMMENDATIONS**

Supervisor's Name: \_\_\_\_\_ Post: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resource Director / Manager:**

Name: \_\_\_\_\_ Post: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

<b>STATUS OF LOAN:</b>	<b>Total amount Approved (inclusive of outstanding balance, if any)</b>	<b>Reason why loan not approved</b>
<input type="checkbox"/> APPROVED - (\$ _____ ) <input type="checkbox"/> NOT APPROVED	\$ _____	

<b>Repayment Period for Total Loan of</b> \$ _____ (inclusive of outstanding balance, if any)	<b>Comments - Ministry of Finance and the Public Service</b>
___ months/fortnights \$ _____ ___ month/fortnight at \$ _____	
<b>An interest rate of three percent (3%) per annum is deducted once per quarter.</b>	Signature _____ Date: _____ Director, Loans Management