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**MAXIMUM LOAN -
P50,000/Child**

Requirements:

- * Application Form
- * Latest Payslip (Borrower & Co-maker)
- * Company ID (Borrower & Co-maker)
- * Undertaking for online submission
- * OR from School or School ID
- * Birth Certificate/Marriage Contract

EDUCATIONAL LOAN (EDL)

Application No. 501 -	Interest 5%	Terms <input type="checkbox"/> 12months <input type="checkbox"/> 18months	Amount Applied <input type="text"/>	Loan Payment Preference <input type="checkbox"/> Through Check
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BORROWER DETAILS

(TO BE FILLED BY BORROWER)

DCE No.	Last Name	First Name	Middle Name	Position	Civil Status
CC No. / Name	Contact No. (Cel#/Local)	Date of Birth (mmddyy)	Salary Rate	Region	Email Address
CO - MAKER No. 1	DCE No.	Last Name, First Name, MI		Position	Basic Pay
	CC No. / Name	Contact No. (Cel#/Local)		Email Address	
CO - MAKER No. 2	DCE No.	Last Name, First Name, MI		Position	Basic Pay
	CC No. / Name	Contact No. (Cel#/Local)		Email Address	
CO - MAKER No. 3	DCE No.	Last Name, First Name, MI		Position	Basic Pay
	CC No. / Name	Contact No. (Cel#/Local)		Email Address	

PROMISSORY NOTE

For value received, I promise to pay on due date without need of demand to the order of National Power Corporation - Provident Fund ("NPC - PF" or the "Fund") the sum of Pesos: (P _____) Philippine Currency, with an interest at the rate of ____ monthly / annually.

Finally, this note shall likewise be subject to the following terms and conditions:

- I shall pay the amount of Pesos: _____ (P _____) through salary deduction, whenever feasible, over a period of _____. In case I am unable to pay through salary deductions for any of the following circumstances, such as but not limited to, suspension from work; leave of absence without pay; insufficiency of take home pay at any time during the term of the loan; or other circumstances analogous to the foregoing, payments should be made directly to the NPC-PF office.
- The first payment is to be made on _____ and further, every installment period until the loan principal and interest due is fully paid.
- Payments shall be applied according to the following order of priorities: Penalties, Interest and Principal.
- A penalty of 2% (monthly) of any unpaid amount shall be charged to me for every day of delay.
- I shall be considered in default in any of the following cases:
 - Any willful misrepresentation in any of the documents executed in relation hereto;
 - Failure to pay monthly amortization;
 - Failure to pay monthly contribution without notice;
 - Violation by the borrower of any of the membership or loan policies, rules, and guidelines of the Fund.

6. In the event of default, the outstanding loan obligation shall become due and shall be deducted from my Equity Balance after exerting all collection efforts. If insufficient, loan balance shall be deducted from the salaries of the undersigned co-makers

7. In the event of separation/retirement from National Power Corporation (NPC) service prior to loan maturity, any outstanding loan obligation, shall be deducted from my Equity Balance and/or any amount due in the possession of the Fund. If insufficient, I hereby authorize NPC-PF to offset, collect, withhold an amount corresponding to the outstanding loans, inclusive of interest and penalties still due from my separation / retirement benefits in the form of bonuses, gratuity pay, vacation leaves credits, and other benefits from the National Power Corporation (NPC) due to me. In case of my death, the outstanding obligation shall be computed up to the date of death. Any payment received after date of death shall be refunded to my beneficiaries.

8. In case of falsification, misrepresentation or any similar acts committed by me, NPC - PF shall automatically suspend my loan privileges including entitlement to dividend, indefinitely. I shall abide with all the applicable rules and regulations governing this lending program that NPC-PF may promulgate from time to time.

Signature Over Printed Name Applicant

Signature Over Printed Name Co-Maker 1

Signature Over Printed Name Co-Maker 2

Signature Over Printed Name Co-Maker 3

AUTHORITY TO DEDUCT

I _____ with DCE no. _____ hereby authorize the Finance / HR Department of National Power Corporation to deduct from my salary the amount due me of this loan in monthly installments until its full payment and remit the same to NPC-PF every payment period.

In case of my separation / resignation, I hereby authorize NPC-PF to offset, collect, withhold proceeds of my separation or resignation pay as payment for any remaining obligations due to NPC-PF.

Signature Over Printed Name Applicant

CO-MAKER'S STATEMENT

We, the undersigned, agree to become the CO-MAKER of Mr./Mrs./Ms. _____ and to voluntarily sign this co-maker's statement for the loan amount not exceeding _____ (P _____) for the period of ____ month(s)/year(s).

I further agree to voluntarily and willingly bind myself to pay jointly and severally all his/her unpaid obligations to National Power Corporation Provident Fund ("NPC-PF"), according to the terms and conditions of the Promissory Note which I signed in case he/she fails to pay his/her obligations for whatever reason.

With this, I hereby authorize NPC HR / Finance to deduct from my salaries, the amount due including interest and penalties at the request of NPC - PF if this loan is not paid by the Borrower.

This authorization shall be effective until full payment of the loan herein contracted.

Signature Over Printed Name Co-Maker 1

Signature Over Printed Name Co-Maker 2

Signature Over Printed Name Co-Maker 3

FOR EDUCATIONAL LOAN ONLY

In connection with my application for an EDL in the amount of _____ (Php _____) I hereby certify that said amount shall be used exclusively in financing expenses for purposes of education of () myself () spouse () children and () dependent sister / brother / nephews / nieces (Single Status Members)

Level of Education	Name	Date of Birth	Age	Course Title

CREDIT REPORT

* To be accomplished by the Applicant

Gross Salary **P** _____
 (as of the Month of Application)
 Less: Total Deductions _____
 NET Salary _____
 LESS: (per Section 33 of General Appropriation Act) _____ **5,000.00**
 Net Monthly Paying Capacity **P** _____

* To be accomplished by SLA, COOP and HR / Regional Counterpart and Other Regional Lending institutions:

Concerned Group	Type of Loan	Amount of Amortization	Amount Approved	Authorized Signatory
NPCSLA				
NPC COOP				
HR / Regional / Plant Counterpart				
Others (For Regions)				

* To be accomplished by NPC-PF

Equity Balance as of:	Member's Total Equity: P _____	Take Home Pay
Employee Share P _____	Outstanding Loan Balances:	Take Home Pay: P _____
Employer Share _____		Less: _____ 5,000.00
Total Withdrawals _____		Paying Capacity P _____
Total Member's Equity P _____		Less: Adjustments _____
If in a negative position:	Total Loan Balance _____	
Negative Equity P _____	Net Member's Equity P _____	
Amount of Inflows: _____	Result of evaluation: <input type="checkbox"/> Qualified, 2 co-maker	Total Adjustments: _____
Principal Amortization: _____	<input type="checkbox"/> Qualified, 3 co-maker	Net Take Home Pay P _____
5% Contribution: _____	<input type="checkbox"/> Disqualified	
Total _____		
Recovery Period _____ months		

DISCLOSURE STATEMENT

LOAN COMPUTATION

Approved Amount of Loan **P** _____
 Less: LRI _____
 Filing Fee / Processing Fee _____
 Accrued Interest _____
 Others _____
 Total Deductions _____
 Net Amount **P** _____

Check Release Date	Check No.		
Repayment Period	Interest Rate	Monthly Amortization	Date of 1st Monthly Amortization
mos.	%	P _____	

Processed by: _____ Audited by: _____ Reviewed by: _____ Approved by: _____
J.S.BALLESTEROS **A.R.ROBLES** **E.B.P.EDUAVE** **M.E.L.DANGANAN**
 Loan Analyst Financial Analyst Section Chief NPC - PF Administrator

CHECKLIST OF REQUIREMENTS

Duly accomplished application form supported by the following documents

<input type="checkbox"/> Borrower's and Co-Maker's Company ID and latest Payslip	Qualifications:	Single Borrower
<input type="checkbox"/> Birth Certificate(children)/Marriage Certificate(spouse)	Married Borrower	<input type="checkbox"/> Brothers and Sisters
<input type="checkbox"/> Assessment from School and Official Receipt from School	<input type="checkbox"/> Self	<input type="checkbox"/> Nephew and Niece (Unmarried and not legal age and parents are not gainfully employed)
<input type="checkbox"/> Previous Year's School ID for Public School	<input type="checkbox"/> Spouse	
	<input type="checkbox"/> Children	

Note: All documents should be presented in original and photocopy. For Plants, HR should certify all the documents prior to submission to the NPC PF Office.

Signature Over Printed Name Signature Over Printed Name Signature Over Printed Name Signature Over Printed Name
 Applicant Co-Maker 1 Co-Maker 2 Co-Maker 3