

NPC - PROVIDENT FUND

FORM No. 16 Rev. 2 022018 (NEGA)

Important: Please read rules and regulations at the back before filing out this form.

Forms not completely filled out and lack of requirements shall not be accepted and processed.

New
 Renewal

*** Applicable only to SAL, APL, STL, EDL, EML, FAL, CAL, AL and ML Loans with **Negative Equity** up to P100,000 and below

LOAN APPLICATION FORM

Application No.	Loan Type	Interest Rate	Terms	Amount Applied	Loan Payment Preference
		%	<input type="checkbox"/> 12 Mo <input type="checkbox"/> 24 Mo <input type="checkbox"/> 36 Mo <input type="checkbox"/> 48 Mo		<input type="checkbox"/> Through Check <input type="checkbox"/> Through Cash Card Cash Card No.: (Attach Cash Card copy) <div style="border: 1px solid black; padding: 2px; width: fit-content;">60-3131 - 0230 - _____ - ____</div>

TO BE FILLED UP BY THE MEMBER / APPLICANT

DCE No.	Last Name	First Name	Middle Name	Entrance To duty(mmddyy)	Nature of Appointment
Position			CC No. / Name		
Civil Status	Contact No. (Mobile No. and Local No.)	Date of Birth (mmddyy)		Salary Rate	
Region (Please specify Other Regions)					
<input type="checkbox"/> HO <input type="checkbox"/> Spug Luzon <input type="checkbox"/> Spug Visayas <input type="checkbox"/> Spug Mindanao <input type="checkbox"/> Plants _____					
Co-Maker 1	DCE No.	Last Name, First Name, MI		CC No. / Name	
		Position	Basic pay	Contact No. (Cel#/Local)	
Co-Maker 2	DCE No.	Last Name, First Name, MI		CC No. / Name	
		Position	Basic pay	Contact No. (Cel#/Local)	
Co-Maker 3	DCE No.	Last Name, First Name, MI		CC No. / Name	
		Position	Basic pay	Contact No. (Cel#/Local)	

PROMISSORY NOTE

In consideration of the amount that may be granted to me by virtue of this application, I promise to pay the amount of _____ (P _____) plus interest and other charges thereon in accordance with the terms and conditions of the NPC-Provident Fund which I have read and understood clearly and to which I hereby bind myself. It is understood that in case the amount of the approved loan is lower than what is hereby applied for, I am () willing () unwilling to accept such reduced amount. I also hereby authorize the HR/Finance Incharge to deduct from my salary the monthly installments on this loan and arrearages/surcharges, if any. As co-makers, we hereby promise to be jointly and severally liable in case of non-payment or default of the borrower.

 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

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, dependent sister / brother / nephews / nieces.

Level of Education	Name	Date of Birth	Age	Course Title

FOR EMERGENCY LOAN ONLY

In connection with my application for an EML in the amount of _____ (Php _____) I hereby certify that said amount shall be used exclusively in financing medical expenses of () myself () spouse () dependent (refer to EML guidelines for qualified dependents)

Relationship	Name	Date of Birth	Age	Cause / Remarks

SWORN STATEMENT

I also certify that; a) I am () permanent () non-permanent employee of the Corporation; b) () I am not on leave of absence without pay; c) () I am not under preventive suspension involving withholding of salary; d) () there is no pending administrative and/or criminal charge against me; e) I am () not () a co-maker to _____ (No.) employees of the Corporation in the total amount of Php _____; f) () I have no past-due accounts with the Fund; g) my spouse is () not () gainfully employed; h) () all the information I have reported in this application are true and correct.

 Signature Over Printed Name
 Applicant

FURTHER, I HEREBY AGREE

1. That I shall conform to any changes, modifications or amendments of policies, rules and regulations including the interest rates, terms and conditions of the loan;
2. That any misrepresentation of material facts is a ground for disapproval of the application, cancellation of the loan.

The foregoing statements and information made for the purpose of obtaining credit are true, correct and complete to the best of my knowledge and belief.

ASSIGNMENT OF SEPARATION BENEFITS FOR NEGATIVE EQUITY

TO THE NPC - PF BOARD OF TRUSTEES

I, _____, assigned at _____, holding a position of _____ at National Power Corporation in consideration of the sum of Pesos _____ (P _____) granted to me by NPC Provident Fund which I received, do hereby authorize and empower NPC-PF to set off, collect or withhold an amount corresponding to the outstanding loans, inclusive of interest due from the benefits in the form of bonuses, allowances, gratuity pay, vacation leave credits and other benefits from the NPC due me in case of my separation / retirement from service.

IN WITNESS WHERE OF, I have hereunder affixed my hand this _____ day of _____, 20__ at Quezon City

Signature Over Printed Name
Applicant

CREDIT REPORT

To be accomplished by the Applicant

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

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 LOAN ANALYST

LOAN COMPUTATION

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

Amount of Loan Approved : _____

Check No. _____ Check Date: _____

Repayment Period	Interest Rate	Monthly Amortization	Date of 1st Monthly Amortization
mos.	%	P _____	

Processed by: _____ Audited by: _____ Reviewed by: _____ Approved by: _____
J.S.BALLESTEROS **F.B. DAYAO** **T.G. CABILA** **R. M. MANANSALA**
 Loan Analyst Financial Analyst Section Chief NPC - PF Administrator

CHECKLIST OF REQUIREMENTS

Duly accomplished application form supported by the following documents

- * Latest Payslip (Borrower and Co-Maker)
- * Company ID (Borrower and Co-Maker)

ATTACHMENT (Educational Loan)

- * Assessment / Official Receipt from School
- * School ID, Report Card or Certification from School (Public School)

ATTACHMENT (Emergency Loan / Financial Assistance Loan)

- * Medical Claim (SOA, O.R., Doctors Certificate and Prescription if any)
- * Calamity Claim (Fire / Flood / Other Calamities)
Brgy. Clearance, Pictures Before & After, O.R./Bill of Materials
- * Death Claim (Death Certificate, O.R.)
- * Birth Certificate / Marriage Contract as maybe applicable

SANCTIONS

- * All loan privileges including payment of equity dividend are suspended to commence one (1) year after full payment of the one and demandable loan.
- * Penalty of 2% per month to any unpaid intentional or unintentionally shall be collected from the borrower from the day it becomes due and demandable until fully paid.
- * Equity dividend bonus/es and other claims shall be applied to fully pay arrearages & surcharges.
- * Loan privileges are suspended until full payment of arrearages and surcharges.

VIOLATIONS

- * Misrepresentation of facts and falsification of public documents
- * Failure to pay monthly amortization

All provisions stipulated under NPC - PF STL / EDL / EML / APL / EQL / SAL / FAL / CAL guidelines shall be strictly enforced.
 Post Audit Requirements are original and photocopy of proof of utilization shall be required from the member thirty (30) days from loan approval

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