

# NPC - PROVIDENT FUND

FORM No. 021 Rev. 02 03092020

**Important:** Please read rules and regulations at the back before filing up this form completely.

**\*\*\* FILING DATE: MARCH 16 - MAY 31, 2020  
\*\*\* WITH NEGATIVE EQUITY\*\*\***

## PF SPECIAL LOAN (SL)

Application No.	Interest rate	Terms	Amount Applied	Loan Payment Preference
<b>515 -</b>	6%	12 Mo		<input type="checkbox"/> Through Check
		24 Mo		<input type="checkbox"/> Through Cash Card
		36 Mo		
				60-3131 - 0230 - _____ - _____

### 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. (Cel#/Local)	Date of Birth (mmddyy)	Salary Rate		
Region <span style="float: right;">(Please specify Other Regions)</span>					
<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 <small>(* additional co-maker in case of insufficient equity)</small>		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 \*

**\* to be filled-up in case of insufficient equity**

### ASSIGNMENT OF SEPARATION BENEFITS FOR INSUFFICIENT 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 \*

**\* to be filled-up in case of insufficient equity**

### 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 / WE HEREBY AGREE**

1. That we shall fulfill all loan requirements and execute all supporting papers necessary;
2. That we shall comply with the post audit requirements after the loan approval;
3. That we shall conform to any changes, modifications or amendments of policies, rules and regulations including the interest rates, terms and conditions of the loan;
4. 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/our knowledge and belief.

**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) \_\_\_\_\_ 5,000.00  
  
 Net Monthly Paying Capacity Php \_\_\_\_\_

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

To ensure that the net take home pay of the loan applicant will not be lower than P5,000.00

Concerned Group	Type of Loan	Amount of Amortization	Amount Approved	Authorized Signatory
NPC SLA				
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.	%	<b>P</b> _____	

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

**CHECKLIST OF REQUIREMENTS**

- Duly accomplished application form supported by the following documents
- \* Latest Payslip (Borrower and Co-Maker)
- \* Borrower's and Co-makers Company ID

\*\*\* Borrower and Co-maker's should be active with the fund and should have paid their monthly contribution

**RULES AND REGULATIONS**

- All provisions stipulated under NPC - PF STL / EDL / EML / APL / EQL / SAL / FAL / CAL / AL / ML / JL guidelines shall be strictly enforced.

**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.

**VIOLATIONS**

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

**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.

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 \*

\* to be filled-up in case of insufficient equity