

**NPC - PROVIDENT FUND**

FORM No. 022 Rev. 01 062019 (ML)

**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.

\*\*\*FILING: July 16, 2019 - October 31, 2019

 New  
 Renewal
**MILESTONE LOAN**

Application No.	Interest Rate	Terms	Amount Applied	Loan Payment Preference
<b>512 -</b>	5% First 100,000 6% Next 100,000	<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) <b>60-3131 - 0230 - _____ - ____</b>

**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 <input type="checkbox"/> HO <input type="checkbox"/> Spug Luzon <input type="checkbox"/> Spug Visayas <input type="checkbox"/> Spug Mindanao <input type="checkbox"/> Plants			(Please specify Other Regions)		
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

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

**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
**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.

**CREDIT REPORT**

To be accomplished by the Applicant  Gross Salary <span style="float:right">Php _____</span> (as of the Month of Application) Less: Total Deductions _____ NET Salary <span style="float:right">Php _____</span> LESS: (per Section 33 of General Appropriation Act) <span style="float:right">_____ 5,000.00</span> Net Monthly Paying Capacity <span style="float:right">Php _____</span>	To be accomplished by SLA, COOP and HR / Regional Counterpart and Other Regional Lending institutions:  <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Concerned Group</th> <th>Type of Loan</th> <th>Amount of Amortization</th> <th>Amount Approved</th> <th>Authorized Signatory</th> </tr> </thead> <tbody> <tr> <td>NPCSLA</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>NPC COOP</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>HR / Regional / Plant Counterpart</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Others (For Regions)</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Concerned Group	Type of Loan	Amount of Amortization	Amount Approved	Authorized Signatory	NPCSLA					NPC COOP					HR / Regional / Plant Counterpart					Others (For Regions)				
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**TO BE ACCOMPLISHED BY NPC - PF LOAN ANALYST**

**LOAN COMPUTATION**

Approved Amount of Loan <span style="float:right">Php _____</span> Less: LRI _____ Filing Fee / Processing Fee _____ Accrued Interest _____ Others _____ Total Deductions _____ Net Amount <span style="float:right">Php _____</span>	Amount of Loan Approved : _____ Check No. _____ Check Date: _____ <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Repayment Period</th> <th>Interest Rate</th> <th>Monthly Amortization</th> <th>Date of 1st Monthly Amortization</th> </tr> </thead> <tbody> <tr> <td style="text-align:center">mos.</td> <td style="text-align:center">%</td> <td style="text-align:center"><b>P</b> _____</td> <td></td> </tr> </tbody> </table>	Repayment Period	Interest Rate	Monthly Amortization	Date of 1st Monthly Amortization	mos.	%	<b>P</b> _____	
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Processed by: _____	Audited by: _____	Reviewed by: _____	Approved by: _____
<b>J.S.BALLESTEROS</b> Loan Analyst	<b>F.B. DAYAO</b> Financial Analyst	<b>T.G. CABILA</b> Section Chief	<b>R. M. MANANSALA</b> NPC - PF Administrator

**CHECKLIST OF REQUIREMENTS**

**SANCTIONS**

Duly accomplished application form supported by the following documents * Latest Payslip (Borrower and Co-Maker) * Company ID (Borrower and Co-Maker)	* 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.
<b><u>VIOLATIONS</u></b>	
* Misrepresentation of facts and falsification of public documents * Failure to pay monthly amortization	

**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 Applicant	_____ Signature Over Printed Name Co-Maker 1	_____ Signature Over Printed Name Co-Maker 2	_____ Signature Over Printed Name Co-Maker 3
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\* to be filled-up in case of insufficient equity