

To: Seylan Bank PLC

I/We apply for accommodation by way of a loan of a sum of rupees _____

(Rs. /-) repayable in 12/ 24/ 36/ 48/ 60/ 72/ 84/ months, for _____

(Purpose)

Please select

Loan Type

- Normal
 Fast Track
 (Additional charges apply)
 New Loan
 Existing Loan

Loan Category

- Professionals (Private practice)
 Permanent Employees
 (Net fixed salary above Rs. 50,000/-)
 Armed Forces
 Government and Semi-Government Employees

Mode of Repayment

- Remit the salary to Seylan
 Set up a Standing Instruction
 (On exceptional basis only)

Account No. Branch

Loan requested branch (If different from above)

Personal Details (Primary Applicant)

- * Name in full: Mr. Mrs. Miss. Other _____

 * Residence address: _____

 * Correspondence address (If different from above): _____

 * Duration of stay at present address: Years Months
 * Type of residence: Owned Rented With parents
 Other _____
 (Please specify)
 * NIC no.:
 * Date of birth:
 * Gender: Male Female
 * Marital status: Single Married Widowed Divorced
 * No. of dependants: _____ (including spouses if married)
 * Is the spouse employed: Yes No
 * If yes, name of employer: _____
 Designation: _____
 * Education: Primary Secondary Diploma/Certificate
 Graduate Post-Graduate
 Professionals (CIMA, MBA, etc) _____

Personal Details (Joint Applicant - Spouse only)

- * Name in full: Mr. Mrs.

 * Residence address (if different from spouse's address): _____

 * Correspondence address (if different from spouse's address): _____

 * NIC no.:
 * Date of birth:

Documents to be submitted with application

1. Copy of NIC
 2. Employment & Salary confirmation letter
 3. Last three months' salary slips (latest)
 4. Last three months' bank statements
 5. Copy of marriage certificate (if joint A/C with spouse)
 6. Billing proof (utility bills)
 7. Documentary evidence of professional qualification issued by respective authority - (applicable for professionals only)
- For vehicle loans**
8. Sole Agent's Invoice - for brand new vehicles
 9. Invoice & valuation from a panel valuer - for unregistered vehicles
 10. Copy of CR book & valuation from a panel valuer - for registered vehicles

Please complete this application form in full. Insufficient information may cause delay in processing your application. To expedite processing please attach the above documentary evidence.

Signature

Primary Applicant

Joint Applicant

Contact Details		
	Home	Office
* Telephone		
* Fax		
* Mobile		
E-mail	_____	

Contact Details		
	Home	Office
* Telephone		
* Fax		
* Mobile		
E-mail	_____	

Details of a relative not living with you

Name: _____

Address: _____

Telephone: Home _____ Office _____

Mobile _____

Relationship: _____

Name of employer: _____

Details of a relative not living with you

Name: _____

Address: _____

Telephone: Home _____ Office _____

Mobile _____

Relationship: _____

Name of employer: _____

Employment Details (Primary Applicant)

Category - Salaried:

Clerical Skilled/Technical Supervisor

Executive/Middle Mgmt. Senior/Corporate Mgmt.

Director Consultant Professional

Others

Designation: _____

Name of employer: _____

Address of employer: _____

Employment status: Permanent Contract

Length of service at current employment: _____

Previous employer: _____

Designation: _____

Length of service: _____

Address: _____

Employment Details (Joint Applicant)

Category - Salaried:

Clerical Skilled/Technical Supervisor

Executive/Middle Mgmt. Senior/Corporate Mgmt.

Director Consultant Professional

Others

Designation: _____

Name of employer: _____

Address of employer: _____

Employment status: Permanent Contract

Length of service at current employment: _____

Previous employer: _____

Designation: _____

Length of service: _____

Address: _____

Monthly Income - Please attach relevant documents

Basic salary: _____

Fixed allowances: _____

Other allowances: _____

Other income (source of income): _____

Total _____

Monthly Income - Please attach relevant documents

Basic salary: _____

Fixed allowances: _____

Other allowances: _____

Other income (source of income): _____

Total: _____

Monthly Expenses

Household expenses: _____

Rent: _____

Insurance premiums: _____

Other expenses: _____

Total: _____

Monthly Expenses

Household expenses: _____

Rent: _____

Insurance premiums: _____

Other expenses: _____

Total: _____

Signature

Primary Applicant

Joint Applicant

For Branch Use Only

Verification

Customer due diligence verified and recommended by:

CRO-Name &
Staff No._____
Signature_____
BMG/ABM
Name & Staff No._____
Signature
(On rubber stamp)**For Retail Credit Department Use Only - Score Card Evaluation**

Customer: _____ Reference: _____

Loan amount: Sri Lankan Rs. /- Loan period: Months Interest rate: _____ p.a.

Data Entered	Score	Data Entry / Compliance Checked

Additional interest: _____ p.a.

Reason for additional interest

Exceptions

Recommended by

Name/Staff No._____
Signature_____
Date

Approved by

Name/Staff No._____
Signature

Duly authorised annexure I Checked

Name & Staff No._____
Signature_____
Name & Staff No._____
Signature
(B Officer)

Loan Disbursed by

Name/Staff No._____
Signature_____
Name/Staff No._____
Signature (A-Officer)

(This should be typed on a company letterhead)

Date

The Manager,

Seylan Bank PLC,

Seylan
Branch

.....

Dear Sir/ Madam,

Name of
Employee

Personal Loan to (hereinafter referred to as ‘The Borrower’)

At the request of the above named, we confirm the following;

1. The Borrower is employed in the permanent & confirmed cadre and in the position of
2. The Borrower has been employed by us since & the retirement is due on
3. The Borrower’s salary particulars are as follows:
 - (a) Gross salary
 - (b) Fixed allowance
 - (c) Traveling/ fuel allowance
 - (d) Other allowance
 - (e) Deductions
 - (f) Net salary

Yours faithfully,

.....

Authorised person’s Name & Designation

(This should be typed on a company letterhead)

Date

The Manager,
Seylan Bank PLC,
.....

Seylan
Branch

Dear Sir/Madam,

Name of
Employee

Personal Loan to (hereinafter referred to as ‘the borrower’)

In consideration of your granting the above loan, we confirm, undertake and bind ourselves to the following;

1. The Borrower is employed in the Permanent & confirmed cadre and in the position of
2. The Borrower has been employed by us since & the retirement is due on
3. The Borrower’s salary particulars are as follows :
 - (a) Gross salary
 - (b) Fixed allowance
 - (c) Traveling / fuel allowance
 - (d) Other allowance
 - (e) Deductions
 - (f) Net salary

Seylan Bank
Account No.

In case the entire
salary cannot be
assigned

We undertake to remit to the Bank, to the account of the Borrower the net monthly emoluments and salary of the borrower (or LKR) to meet the monthly loan installment with effect from and will not vary this arrangement of payment without the Bank’s prior consent.

4. We also undertake to advise you immediately in the event that the Borrower
 - (a) Is absent without notice for more than seven days
 - (b) Submit a notice of Resignation
 - (c) Retires from organization
 - (d) Has her employment terminated by us
 - (e) Is deceased

The agreements and undertaking given by us shall be irrevocable and shall continue to be in full force and effect until we are expressly released by you.

Yours faithfully

.....

(Letter to be obtained from The Borrower's existing Bank where the loan outstanding is required to be settled in full)

Date

The Manager,
Seylan Bank PLC,
.....

Seylan
Branch

Dear Sir/ Madam,

Name of
Client

Settlement of Loan

At the request of the captioned, we confirm the following details pertaining to the loan as at date, to be settled by your client.

- | | |
|--|---|
| 1) Capital granted | - |
| 2) Capital outstanding | - |
| 3) Interest due as at date | - |
| 4) Rate of interest | - |
| 5) Any other fee/ commission/ charge payable
in case of full settlement | - |
| 6) Total outstanding as at date | - |

Yours faithfully,

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