

**Checklist for Personal Loan**

NAME:.....SURVEY REF NO: .....

APPLICATION DETAILS			
Nos.	Description	Narration	Comments
1.1	Purpose of Loan	<ul style="list-style-type: none"> <li>Purpose of loan is stated.</li> <li><b><u>Breakdown and evidence should accompany all loans exceeding \$10,000.00</u></b></li> <li>Loan less than \$10,000 will also require evidence of other debts if purpose of loan is to pay off debts.</li> </ul>	
1.2 1.3 1.4	Application Form Application Fees MPI Forms	<ul style="list-style-type: none"> <li>Ensure application form is completed</li> <li>Attached copy of receipt</li> <li>Form is completed</li> </ul>	
1.5	Manual Worksheet	<ul style="list-style-type: none"> <li>Attached loan calculation worksheet</li> </ul>	
PERSONAL DETAILS			
2.1	Birth/ Marriage Certificate (provide if no copy is filed)	<p>While calculating loan term ensure the following are in place:</p> <ul style="list-style-type: none"> <li>HL term is within applicants' term of working engagement.</li> <li>PL term is aligned to HL loan term.</li> </ul>	
2.2	Statutory Declaration form (applicable if variation of mortgage is required)	<ul style="list-style-type: none"> <li>Any variation in the name- ensures Statutory Declaration is attached.</li> <li>Declaration about undischarged bankruptcy</li> </ul>	
FINANCIAL DETAILS			
3.1	Existing Account	<ul style="list-style-type: none"> <li>Ensure that existing account is properly maintained.</li> <li>Existing CLE to be rectified prior to further assessment.</li> </ul>	
3.2	Latest Pay Slip	<ul style="list-style-type: none"> <li>Obtain proper pay slip that shows all income details.</li> <li>In the absence of payslip a <b><u>formal letter</u></b> from employer confirming income details which shows gross and net income will suffice.</li> </ul>	
3.3	Financial Statement & Cash flow	<p>Where the applicant is in non-receipt of fixed salary then we require:</p> <ul style="list-style-type: none"> <li>The <b>audited financial statement</b> of the business for at least 3 years.</li> </ul>	

		<ul style="list-style-type: none"> <li>• The cash flow projections for the next <b>36 months</b> with supplementary note</li> <li>• At least 6 months bank statement for business income.</li> </ul> <p>The above has to be prepared by any registered tax agent or chartered accountant.</p>	
3.4	Bank statements	<ul style="list-style-type: none"> <li>• At least 3 months bank statements.</li> <li>• Ensure net income deposited matches amount stated in payslip.</li> </ul>	
<b>PROPERTY DETAILS</b>			
4.1	Certified True Copy of Lease / Title	<ul style="list-style-type: none"> <li>• Position of encumbrances / reverse side of the lease</li> <li>• Any other charges/ caveats</li> <li>• Any town / City Rate Pending Ground Rental</li> </ul>	
4.2	Copy of Mortgage	<ul style="list-style-type: none"> <li>• Copy of latest mortgage to accompany applications.</li> </ul>	
4.3	Valuation Report	<ul style="list-style-type: none"> <li>• HA valuation up to \$150000.00</li> <li>• In excess of \$150000.00 professional valuation or as per list provided by FNPF</li> <li>• Outside valuation to be verified by our Valuers</li> </ul>	
4.4	Engineer's Certificate	<ul style="list-style-type: none"> <li>• Ensure its validity for 5 years</li> <li>• Certified by a Registered Engineer.</li> </ul>	
<b>OTHER REQUIREMENTS</b>			
5.1	FTR Requirement	<ul style="list-style-type: none"> <li>• FNPF Card/driving License/Passport.</li> <li>• Specimen Signature.</li> <li>• Provide TIN Letters &amp; Tax Compliance Certificate.</li> </ul>	
5.2	Data Bureau	<ul style="list-style-type: none"> <li>• Credit check from Data Bureau</li> <li>• Clients with Bankruptcy records should not be entertained.</li> <li>• All written off debts should be paid by client.</li> </ul>	