



# MALANKARA MAR THOMA SYRIAN CHURCH

Clergy and Family Welfare Fund

## APPLICATION FOR LOAN

(Kindly take the print of both the pages before submitting to the Sabha Office)

1. Name :
2. PF Number :
3. Present Address (With PIN Code) :
  
4. Age :
5. Years of service completed :
6. Mobile Number :
7. E-mail ID :
8. Have you received any Foreign Assignments : **Yes / No**
  - a. Place & Year (From \_\_\_\_\_ to \_\_\_\_\_) :
  - b. Total monthly emoluments in Rs. :
  - c. Amount remitted in the Office :
9. Have you availed previous loans from this Fund : **Yes / No** If yes, Purpose :
10. Has the Loan has been repaid completely? : **Yes / No**
11. If No, specify amount repaid till date :
12. Purpose of the New Loan :
13. Amount Required :
14. If Loan is for Purchase of Four/Two Wheeler : RC Book No. :
15. If Loan is for Education of self, give details : Course Name:  
Years of Study:

### DECLARATION

I Promise to repay Rs..... (Rupees ..... ) as the loan repayment instalment amount with administrative expenses as per the Rule on the ..... of every month for a period of ..... months by Cash / Cheque / Online Transfer. If there is any failure in the repayment of loan for five instalments consecutively, I authorise the administrator of the Clergy and Family Welfare Fund to recover the arrears with penal interest in full directly from my Salary/ Provident Fund/ Pension with the permission of the Mar Thoma Metropolitan. I further agree that the loan amount outstanding along with the administrative expenses at the time of my superannuation shall be recovered from my Provident Fund with the permission of Mar Thoma Metropolitan. If there is further loan outstanding after recovering from my PF, such amount shall be recovered from my monthly pension. I take responsibility about the correctness of the Bank Account details written below.

**Name** :  
**Bank Account Number** :  
**Bank & Branch** :  
**IFSC** :

Place:  
Date:

Name and Signature of Applicant:

### **Endorsement of Diocesan Episcopa**

I do endorse / do not endorse the above application

SEAL

Name & Signature of the Diocesan Episcopa

**Additional Information for Loan**

**[For Purchase of House Plot / House construction / Purchase of House / Extension / Repair]**

1. Purpose of Loan (*Please Tick ✓*)
  - a) Purchase of House Plot
  - b) House Construction
  - c) Purchase of House
  - d) Extension of Existing House
  - e) Repair of Existing House
2. Do you have any other Land/ House : **Yes / No**
3. If the loan is for Purchasing a House Plot / House,
  - a) Location of the Plot / House :
  - b) Area of Land :
  - c) Total Cost :
  - d) Date of Purchase :
4. If the loan is for House Construction / Extension / Repair,
  - a) Total Estimate :
  - b) Location :
  - c) Period of Construction :

**For Office Use**

Sanctioned Rs..... (Rupees .....)  
to be repaid in ..... instalments of Rupees ..... each.

**Sanctioning Authority**

Paid Rs. .... by Cash/Cheque No. .... dated ..... drawn on  
.....

**Accounts Department**

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**\* LOAN DETAILS**

<b>Purpose of the Loan</b>	<b>Maximum Loan Amount Granted in Rs.</b>	<b>Period in months</b>	<b>Instalment Amount in Rs. per month</b>
House Construction / Purchase of House	5,00,000.00	80	6,965.00
Purchase of House Plot	3,00,000.00	80	4,179.00
Purchase of Four Wheeler	3,00,000.00	80	4,179.00
House Repair/ Extension/ Renovation	2,00,000.00	80	2,786.00
Marriage of Daughters/ Dependent Sisters	3,00,000.00	80	4,179.00
Education of Self/Wife	1,50,000.00	80	2,090.00
Purchase of Two Wheeler	75,000.00	80	1,045.00
Purchase of Computer	35,000.00	80	488.00
Education of Children for Professional Course	3,00,000.00	80	4,179.00
Medical Expense	1,00,000.00	80	1,393.00
Personal Loan	2,00,000.00	80	2,786.00

**NOTE:**

- If the loan is for purchase of a Vehicle, a copy of the RC Book/ Affidavit of Submitting the Photocopy of RC book within 1 Month. For a Computer, copy of the Official Receipt should be submitted. If the loan is for the education of children, a certificate from the College / Institution regarding the course should be submitted along with the utilization certificate. If the application is for Personal Loan, a detailed request letter stating the need should be submitted.
- Those who fail to repay five or more consecutive instalments, 3% additional interest will be charged.
- Generally the loan **for House Construction / Purchase of House** will be sanctioned for clergy who have completed **20 years of service** in Ministry.