



**SECTION I**

**LOAN APPLICATION FORM NO.2**

*ALL SECTIONS OF THIS FORM MUST BE COMPLETED IN FULL*

**Please note that the following documentation is required BEFORE a loan application can be processed:**

**PAYE EMPLOYEES**

- RECENT PAYSLEIPS AND EMPLOYMENT LETTER
- BANK STATEMENTS FOR PAST 12 MONTHS FROM APPLICATION DATE.
- TAX STATEMENTS IF EMPLOYED OUT OF ST LUCIA.

**SELF EMPLOYED**

- LIMITED COMPANY:  AUDITED ACCOUNTS FOR THE PAST 2 YEARS.
- SOLE TRADER:  TAX ASSESMENT RETURNS FOR THE PAST 2 YEARS.
- PLUS
- BANK STATEMENTS FOR BUSINESS ACCOUNT AND PERSONAL ACCOUNT FOR THE PAST 6 MONTHS.
  - BUSINESS PLAN, IF LOAN IS FOR BUSINESS.

*PLEASE INDICATE WHICH OF THE ABOVE YOU ARE SUBMITTING*

EMPLOYEE

SELF EMPLOYED

**INCORRECT INFORMATION/DOCUMENTS WILL RESULT IN DELAYS  
AND MAY RESULT IN A REFUSAL.**

**\*We will be carrying out credit checks as part of our loan processing on all loan applications.**

**\*Therefore you should ensure that you have included details of all other loans, credit cards, finance arrangements etc. on your form.**

## Personal Details of Applicant

Name: _____	Date: _____
Address: _____ _____	Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Sep. <input type="checkbox"/> Other <input type="checkbox"/>
How long at current address? (years/months): _____	<b>ACCOUNT NO:</b> _____
Accommodation Type: OWN <input type="checkbox"/> RENT <input type="checkbox"/> PARENTS <input type="checkbox"/>	<b>BRANCH:</b> _____
D.O.B.: _____ ID# _____ SOC SEC# _____ ID TYPE: _____	
Telephone (H): _____ (W): _____	<b>No. of Dependents:</b> _____ <i>Excluding Spouse/Partner</i>
Mobile No: _____	<b>Age of Each Dependant:</b> _____

## Personal Details of Spouse/Partner/Guarantor/Co-Maker

Name: _____	Date: _____
Address: _____ _____	Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Sep. <input type="checkbox"/> Other <input type="checkbox"/>
How long at current address? (years/months): _____	<b>ACCOUNT NO:</b> _____
Accommodation Type: OWN <input type="checkbox"/> RENT <input type="checkbox"/> PARENTS <input type="checkbox"/>	<b>BRANCH:</b> _____
D.O.B.: _____ ID# _____ SOC SEC# _____ ID TYPE: _____	
Telephone (H): _____ (W): _____	<b>No. of Dependents:</b> _____ <i>Excluding Spouse/Partner/ Co-Maker</i>
Mobile No: _____	<b>Age of Each Dependant:</b> _____

## Personal Details of Close-Relative

Name: _____	Telephone No.: _____
Address: _____	Mailing Address: _____

## Income/Employment Details

Applicant	Details	Spouse/Partner/Guarantor/ Co-Maker	A/C No.
Present Employer:		Present Employer:	_____
How long (Years/Months):		How long (Years/Months):	
Position:		Position:	
How long (Years/Months):		How long (Years/Months):	
Permanent <input type="checkbox"/> Part Time <input type="checkbox"/> Contract <input type="checkbox"/>		Permanent <input type="checkbox"/> Part Time <input type="checkbox"/> Contract <input type="checkbox"/>	
Previous Employer:		Previous Employer:	
Salary/Income: Wk <input type="checkbox"/> 2/Wks <input type="checkbox"/> Mth <input type="checkbox"/>	\$	Salary/Income: Wk <input type="checkbox"/> 2/Wks <input type="checkbox"/> Mth <input type="checkbox"/>	\$
Other Income: Wk <input type="checkbox"/> 2/Wks <input type="checkbox"/> Mth <input type="checkbox"/> Source/Details:	\$	Other Income: Wk <input type="checkbox"/> 2/Wks <input type="checkbox"/> Mth <input type="checkbox"/> Source/Details:	\$
Less Paye/NIC:	\$	Less Paye/NIC:	\$
<b>NET INCOME:</b>	\$	<b>NET INCOME:</b>	\$

NET JOINT INCOME: \$ \_\_\_\_\_

## Debt Commitments

Applicant	Repayments Monthly
Mortgage / Rent / Parents <i>Details:</i>	\$
Bank/Finance Co.'s/Loans <i>Details:</i>	\$
Credit Card/Hire Purchase/Store Card(s) Overdraft/Line of Credit <i>Details:</i>	\$
Credit Union Loans	\$
Other Expenses – Child Care/ Family Maintenance/Food/Utilities/ Motor Vehicle operating costs/Savings	\$
Home Insurance/Life Insurance/ Medical Insurance	\$
TDSR Monthly Commitments % of Income/ %	\$

Spouse/Partner/Guarantor/Co-Maker	Repayments Monthly
Mortgage / Rent / Parents <i>Details:</i>	\$
Bank/Finance Co.'s/Loans <i>Details:</i>	\$
Credit Card/Hire Purchase/Store Card(s) Overdraft/Line of Credit <i>Details:</i>	\$
Credit Union Loans	\$
Other Expenses – Child Care/ Family Maintenance/Food/Utilities/ Motor Vehicle operating costs/Savings	\$
Home Insurance/Life Insurance/ Medical Insurance	\$
TDSR Monthly Commitments % of Income/ %	\$

**TOTAL JOINT COMMITMENTS:** \$

<b>Amount Applied for</b>	\$	<b>Purpose of Loan:</b> _____ _____ _____
Existing Loan Balance (if any)	\$	Repayments – Week <input type="checkbox"/> Frtn <input type="checkbox"/> Month <input type="checkbox"/> \$
<b>TOTAL LOAN BALANCE</b>	\$	<b>Loan period in Months</b>
Share/Fixed Deposit Balance Pledged	\$	<b>Share/Loan Ratio</b>

## Full Disclosure of Debt or Financial Commitments

Monthly indebtedness to Companies, Institutes, etc.

<i>Company/Inst</i>	<i>Purpose of Debt</i>	<i>Date Incurred</i>	<i>Amount</i>	<i>Balance Owning</i>	<i>Monthly Repayment</i>	<i>Status</i>

Security Offered:      Shares/Character       Co-maker       Mortgage   
                                  Bill of Sale       Other

If Mortgage (give particulars) .....  
 .....  
 .....

# Declaration

I declare that I am not indebted to any other Credit Union, Bank or Loan Agency either as a borrower, or a guarantor, except as stated above. The statements herein are made for the purpose of obtaining the loan and are true to the best of my knowledge and belief. I also hereby authorize Mon Repos Eastern Co - Operative Credit Union to disclose to, and request from, any other Credit Union or financial institution all and any details, information or documentation to the loan and any other loans held with any other Credit Union or Financial Institution.

**I am fit to continue my normal occupation or duties** Yes  No

Signed (Applicant) \_\_\_\_\_

**I am fit to continue my normal occupation or duties** Yes  No

Signed (Spouse/Partner/Co-Maker) \_\_\_\_\_

(In case of Joint Applications/Guarantor)

I understand that the shares currently in my account are pledged as security against my loan. Shares in excess of my pledged amount are available to me providing they are not held as security by way of guarantee on any other loan account.

Date \_\_\_\_\_

Signed (Applicant) \_\_\_\_\_

Signed (Spouse/Partner/Co-Maker) \_\_\_\_\_

**\*FOR OFFICIAL USE**

Is Banker's Order/Payroll Deduction to be set up/amended?	YES <input type="checkbox"/> NO <input type="checkbox"/> Already Set Up <input type="checkbox"/>
Are Insurance Requirements met?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is Board or Credit Committee Approval necessary? Board <input type="checkbox"/> Credit Committee <input type="checkbox"/>	YES <input type="checkbox"/> NO <input type="checkbox"/>

**SECTION II**

*To be Completed by Loans Department*

**DOCUMENTS ATTACHED:**

(e.g., Open Bills) .....

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**ANALYSIS**

<b>Character</b>	<b>Credit History with MRECCU</b>	<b>Credit Check Results</b>		<b>Reputation</b>		
	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Avg <input type="checkbox"/> Poor <input type="checkbox"/>	<b>Pass</b>	<b>Fail</b>	<b>Good</b>	<b>Fair</b>	<b>Bad</b>
<b>Capacity</b>	<b>Debt-Service coverage Ratio</b> <i>(Business) required 1.15-1.35</i>	<input type="text"/>	%	<b>KEY</b>  <input type="checkbox"/> 30% - Very Safe <input type="checkbox"/> 40% - Safe <input type="checkbox"/> 50% - Marginal <input type="checkbox"/> 60% - Poor  <b>*Mortgage Loan 43%-50%</b>		
	<b>Total Debt Service Ratio</b> <i>(Individual)</i>	<input type="text"/>	%			
	<b><u>TDSR Formula</u></b>  Total Monthly Commitments <hr/> Gross Income	=	%			

**CAPITAL**

<b>TOTAL ASSETS</b>		<b>TOTAL LIABILITIES</b>	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
A _____		B _____	

**DEBT TO NET WORTH**

A - B = ..... NET WORTH

<b>Conditions</b>	Excellent <input type="checkbox"/>	Good <input type="checkbox"/>	Fair <input type="checkbox"/>	Poor <input type="checkbox"/>
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<b>Collateral</b>	Secured <input type="checkbox"/>	Unsecured <input type="checkbox"/>
	Fully Secured <input type="checkbox"/>	Partially Secured <input type="checkbox"/>
	Fully Secured by Cash <input type="checkbox"/>	Mortgage/Real Property <input type="checkbox"/>
	Bill of Sale <input type="checkbox"/>	Insurance <input type="checkbox"/>

**Co-Maker**                       **Surety**

<b>Method of Payment</b>	Salary Deductions <input type="checkbox"/>	Counter Payment <input type="checkbox"/>
	Bank DR <input type="checkbox"/>	Other <input type="checkbox"/>



