

**CENSUS PROVIDENT FUND, INC.**

5th Flr., TAM Bldg., PSA Complex, Brgy. Pinyahan, East Ave., Diliman, Quezon City 1101
 Tel No. (02) 666 2401
 Email: Provident.Fund@psa.gov.ph

RECEIVED

Date: ___/___/___
 By: _____

LOAN APPLICATION/AGREEMENT*CPFI Form No. 03 (2018)*

TYPE OF LOAN:	General Purpose (GPLN)	Emergency (EMLN)	Motor Vehicle (SLMV)
	Ref. No. 20 -	Ref. No. 20 -	Ref. No. 20 -
Applicant: (Print Name)		PSA Employee ID No.	
Official Station:		Basic Salary/Mo.	
Residence:		Contact No.	
Purpose of Loan:		LBP ACCOUNT NO.	

Application/Agreement

I hereby apply for loan (please check type of loan) loan equivalent to _____ (no. of month/s salary if GPLN or EMLN) in the amount of P_____. In consideration thereof, I promise to pay in accordance with terms and conditions set forth in the implementing guidelines of the Census Provident Fund, Inc.

I hereby authorize the Cashier/Disbursing Officer to deduct from my monthly salary the installments due on the loan that may be granted by virtue of this application. In case of my failure to pay three (3) consecutive loan installments, my co-maker/s assumes the responsibility to pay and authorize the Cashier/Disbursing Officer to deduct same from his pay envelope.

Conforme: (Co-maker/s)

 Signature of Applicant
 Position _____
 SG ___ Basic Salary _____

 Signature over printed name
 Position _____
 SG ___ Basic Salary _____

 Signature over printed name
 Position _____
 SG ___ Basic Salary _____

TO BE FILLED OUT BY THE CPFI**Evaluation of Loan**

Leave Credits: _____ Monthly Net Take Home Pay: _____ Payment period: _____ to _____
 Approved for _____ mos. Disapproved/Remarks _____ OR No. : _____ Amount _____

Certified Correct	Recommending Approval	Approved for Payment	Received Payment: By/Date
EMELITA D. PORTODO			
Accountant	Vice-Chairperson/ Treasurer	Chairperson/Vice-Chairperson	Signature over printed name

Type of Loan	Documentary Requirements
A. General Purpose Loan	<ul style="list-style-type: none"> ✓ Duly Accomplished Form - 1 copy; ✓ Latest Payslip or Payroll (<i>Original or Photocopy</i>); and, ✓ Certification of Leave Credits (<i>Original or Photocopy</i>).
B. Emergency Loan	<ul style="list-style-type: none"> ✓ Duly Accomplished Form - 1 copy; ✓ Latest Payslip or Payroll (<i>Original or Photocopy</i>); ✓ Certification of Leave Credits (<i>Original or Photocopy</i>); ✓ Hospital or Medical Certificate, within a month (<i>Original or Photocopy</i>); and, ✓ Hospital Billings or Official Receipt/s, within a month (<i>Original or Photocopy</i>).
C. Special Loan for Motor Vehicle	<ul style="list-style-type: none"> ✓ Duly Accomplished Form - 1 copy; ✓ Latest Payslip or Payroll (<i>Original or Photocopy</i>); ✓ Certification of Leave Credits (<i>Original or Photocopy</i>); and, ✓ Original Canvass/Quotation Form.
<p><u>Note: An applicant with incomplete requirement/s shall be informed to submit within three days and be batched for process.</u></p>	