

**PERSONAL DETAILS**

NAME IN FULL _____		NATIONAL INSURANCE NO _____	ACCOUNT NO _____
HOME ADDRESS _____		RENT: Yes <input type="checkbox"/> No <input type="checkbox"/> \$ _____ LIVING WITH OTHERS: Yes <input type="checkbox"/> No <input type="checkbox"/>	NO. OF YEARS AT CURRENT ADDRESS _____
		CONTRIBUTION: \$ _____	
		OWN: <input type="checkbox"/> APPROXIMATE VALUE OF PROPERTY: \$ _____	

PREVIOUS ADDRESS: *(required if current address is less than 1 year)* \_\_\_\_\_

TEL NO. _____	CELL NO. _____	PREFERRED CONTACT NO. TIME _____	DATE OF BIRTH (mm/dd/yy) _____	NATIONAL REGISTRATION NUMBER _____
<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/> WIDOW <input type="checkbox"/> WIDOWER			NAME OF SPOUSE _____	
EMAIL ADDRESS _____		NO. OF DEPENDENTS _____	AGES OF DEPENDENTS _____	

CURRENT EMPLOYER _____	ADDRESS _____		
OCCUPATION _____	DEPARTMENT _____	TELEPHONE NO. & EXT. _____	
EMPLOYMENT STATUS <input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY <input type="checkbox"/> CASUAL <input type="checkbox"/> CONTRACTUAL	LAST WORKING DAY _____ RETURNING _____	YEARS EMPLOYED _____	
	IF ON LEAVE PLEASE PROVIDE REASON: VACATION <input type="checkbox"/> SUSPENSION <input type="checkbox"/> SICK LEAVE <input type="checkbox"/>		
	MATERNITY/PATERNITY LEAVE <input type="checkbox"/> OTHER <input type="checkbox"/> _____		

IF SELF EMPLOYED STATE, NATURE OF BUSINESS _____		DATE ESTABLISHED _____
BUSINESS NAME _____	BUSINESS ADDRESS _____	
BANKERS _____	TYPE OF ACCOUNT _____	BALANCE _____

**NAME AND ADDRESS OF NEXT OF KIN & ONE (1) REFERENCE NOT LIVING WITH YOU**

NAME (NEXT OF KIN) _____	NAME (REFERENCE) _____
ADDRESS _____	ADDRESS _____
RELATIONSHIP _____ TELEPHONE NO. _____	RELATIONSHIP _____ TELEPHONE NO. _____

LOAN TYPE	<input type="checkbox"/> CONSUMER <input checked="" type="checkbox"/> MOTOR VEHICLE <input type="checkbox"/> RESTRUCTURED <input type="checkbox"/> REGULAR LOC <input type="checkbox"/> OTHER LOC <input type="checkbox"/> SHARE SECURED LOC <input type="checkbox"/> SHARE SECURED <input type="checkbox"/> MORTGAGE
LOAN AMOUNT REQUESTED (words & figures) \$ _____	LOAN PURPOSE _____

**DETAILS OF INCOME AND EXPENDITURE TO SUPPORT LOAN APPLICATION**

INCOME: <input type="checkbox"/> MONTHLY <input type="checkbox"/> SEMI-MONTHLY <input type="checkbox"/> WEEKLY	\$ _____
ALLOWANCES:	\$ _____
OTHER INCOME (Give details):	\$ _____

MONTHLY EXPENSES:	TOTAL INCOME	\$
PAYE/INCOME TAX	\$	
NIS	\$	
LIFE and/or MEDICAL INSURANCE	\$	
WORKERS' UNION	\$	
RENT/ MORTGAGE/OTHER LIVING ARRANGEMENTS	\$	
FOOD	\$	
TELEPHONE (Land and/or Cellular)	\$	
ELECTRICITY	\$	
WATER	\$	
GAS (Bottle/Natural)	\$	
BUS FARE	\$	
VEHICLE EXPENSE: (Gas & Insurance)	\$	
BANK PAYMENT: (Give details)	\$	
BANK PAYMENT: (Give details)	\$	
CREDIT CARD PAYMENT- 5% OF LIMIT: (Give details)	\$	
CREDIT CARD PAYMENT- 5% OF LIMIT: (Give details)	\$	
HIRE PURCHASE -PAYMENT REQUIRED:	\$	
HIRE PURCHASE - PAYMENT REQUIRED:	\$	
PAID TELEVISION e.g. MCTV	\$	
OTHER DEDUCTION: (Give details)	\$	
<b>TOTAL EXPENSES</b>		
<b>SURPLUS</b>		

↑  
**DO**  
**NOT**  
**WRITE**  
**IN**  
**THIS**  
**SPACE**  
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The Credit Union may verify any information provided to it by me/us from whatever sources it deems necessary. The Credit Union is hereby authorized to obtain any information it requires relative to my/our credit history or application for credit and any such source is hereby authorized to provide any such requested information. Additionally the information provided on this application may be used by the Credit Union to update my personal records from time to time.

The Credit Union is further authorized to disclose to any Credit Bureau, reporting agency, business, financial institution or person with whom I have entered into or propose to enter into a business or financial relationship with, personal information or such information regarding my/our credit or financial history, or information as is deemed appropriate, lawful and necessary in the sole discretion of the Credit Union or as expressly provided by law. I/we jointly and severally agree to indemnify the Credit Union and save the Credit Union from any and all claims in damages or otherwise arising from any disclosure as herein authorized.

**SIGNATURE OF APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## INFORMATION REQUIRED BEFORE APPROVAL

All applications for finance must be submitted on the official application form of the Credit Union. These should be completed with a non-erasable instrument and accompanied by the following documents, subject to the category of loan being applied for:

- Certification letter of employment from employer detailing income and deductions OR most recent salary slip. **NOTE - first-time applicants must provide both.**
- Self-employed persons must submit a Banker's Report, along with copies of the firm's financial statements for the last three (3) years. Accounts for the current year, as well as as projected data should be included. These statements must be authenticated by a qualified Accountant or similarly qualified professional.

<b>NEW VEHICLE</b>	<ul style="list-style-type: none"> <li>• Invoice confirming purchase price from garage and details of the vehicle.</li> <li>• Quotation/Confirmation of Comprehensive coverage.</li> </ul>
<b>USED VEHICLE</b>	<ul style="list-style-type: none"> <li>• Letter of Certification of Ownership from vendor</li> <li>• Confirmation in writing from vendor of the purchase price.</li> <li>• A Roadworthy Certificate and Valuation Report.</li> <li>• Quotation/ Confirmation of Comprehensive coverage.</li> <li>• Financing for vehicles older than ten (10) years shall be considered provided comprehensive insurance coverage could be obtained for the duration of the loan.</li> </ul>
<b>VEHICLE REPAIRS OR INSURANCE</b>	<ul style="list-style-type: none"> <li>• Detailed estimate of expenses to be incurred.</li> <li>• Renewal Notice from Insurance Company.</li> </ul>
<b>EDUCATION</b>	<ul style="list-style-type: none"> <li>• Acceptance letter from college/university/institution.</li> </ul>
<b>MEDICAL</b>	<ul style="list-style-type: none"> <li>• Letter from doctor/hospital.</li> </ul>
<b>FUNERAL</b>	<ul style="list-style-type: none"> <li>• Quotation from funeral home.</li> </ul>
<b>WEDDING</b>	<ul style="list-style-type: none"> <li>• Copy of invitation, together with official letter from church on official letterhead and signed by the priest</li> <li>• Details of expenses to be incurred.</li> </ul>
<b>TRAVEL</b>	<ul style="list-style-type: none"> <li>• Itinerary or Quotation from Travel Agency/Airline</li> </ul>
<b>HOUSEHOLD FURNITURE/APPLIANCE</b>	<ul style="list-style-type: none"> <li>• Letter/Invoice confirming expense to be incurred from supplier of service/items.</li> </ul>
<b>BILL/DEBT CONSOLIDATION</b>	<ul style="list-style-type: none"> <li>• Details/ confirmation of items or service being acquired.</li> <li>• Written confirmation of outstanding balance, plus daily interest, penalties etc. being charged</li> </ul>
<b>LOANS FOR BUSINESS PURPOSES</b>	<ul style="list-style-type: none"> <li>• Bankers' Report OR</li> <li>• Copies of Financial Statements for last three (3) years.</li> <li>• Cash flow and Profit &amp; Loss projections for the next three (3) years.</li> <li>• The foregoing reports must be authenticated by an Accountant or similarly qualified professional</li> </ul>
<b>PURCHASING PROPERTY/LAND</b>	<ul style="list-style-type: none"> <li>• Letter from vendor stating purchase price and name and address of Vendor's Attorney</li> <li>• Copy of Certified Surveyors Plot.</li> <li>• Valuation of the property /land being purchased.</li> </ul>
<b>CONSTRUCTION/ RENOVATIONS</b>	<ul style="list-style-type: none"> <li>• Builder's estimate with name and address of builder – where construction/renovations are to take place</li> <li>• Approved plans from Town &amp; Country Planning (also applicable for extensions and new construction).</li> <li>• A Quantity Surveyor's Report</li> </ul>

## INFORMATION REQUIRED AFTER LOAN APPROVAL

The following information and original documents will be required by the Legal Department to expedite your matter, after approval, subject to the category of loan being applied for.

<b>HOUSE AND LAND</b>	<ul style="list-style-type: none"> <li>• Surveyors Plan/Plot</li> <li>• All Deeds, Mortgages and Releases</li> <li>• Comprehensive Property Insurance Policy Evidence of payment of Insurance</li> <li>• Certificate of Payment of Land Tax</li> <li>• Tax Clearance Certificate from the Barbados Revenue Authority (BRA)</li> <li>• Water Bill and Receipt (NO ARREARS)</li> <li>• Life or Term Insurance</li> </ul>
<b>LAND ONLY</b>	<ul style="list-style-type: none"> <li>• Surveyors Plan/Plot</li> <li>• Title Deeds, Mortgages and Releases</li> <li>• Certificate of Payment of Land Tax</li> <li>• Tax Clearance Certificate from the BRA</li> </ul>
<b>CHATTEL MORTGAGE</b>	<ul style="list-style-type: none"> <li>• Comprehensive Property Insurance Policy</li> <li>• Evidence of payment of Insurance</li> <li>• Where the house is being placed on rented land, a landlord's certificate or certification of a long term tenancy arrangement for a term not less than the loan will be required.</li> </ul>
<b>FURTHER CHARGES</b>	<ul style="list-style-type: none"> <li>• Water Bill and receipt (NO ARREARS)</li> <li>• Certificate of Payment of Land Tax</li> </ul>
<b>VEHICLE</b>	<ul style="list-style-type: none"> <li>• Copy of certificate of ownership in approved format fully completed signed and dated by seller.</li> <li>• Copy of current insurance cover note or insurance certificate of seller.</li> <li>• Certificate of insurance cover in name of the member with endorsement showing assignment of insurance policy to the Credit Union</li> <li>• Valuation of vehicle from acceptable source</li> </ul> <p>Wherever possible all vehicles purchased shall be held as security under the following guidelines:</p> <ul style="list-style-type: none"> <li>• The vehicle must be licensed and comprehensively insured before the final disbursement of funds the expenses of which must be borne by the member.</li> <li>• The vehicle must be brought to the Belmont Road Office for verification of description, chassis and engine numbers.</li> <li>• The vehicle must be registered in the name of Barbados Public Workers' Co-operative Credit Union Limited on the behalf of the member.</li> </ul>
<b>FURNITURE</b>	<ul style="list-style-type: none"> <li>• Mortgage Clause</li> <li>• Evidence of payment of Insurance</li> </ul>
<b>FIXED DEPOSITS AT THE CREDIT UNION</b>	<ul style="list-style-type: none"> <li>• Fixed Deposit Certificate</li> </ul>
<b>BONDS/DEBENTURES</b>	<ul style="list-style-type: none"> <li>• Certificate</li> </ul>
<b>SHARES/STOCKS – TRADED ON THE SEB</b>	<ul style="list-style-type: none"> <li>• Certificates</li> </ul>
<b>LIFE INSURANCE POLICY</b>	<ul style="list-style-type: none"> <li>• Insurance Policy</li> </ul>

- In the event that you do not have any of the above in your possession, please notify the officer where they can be located. (i.e. Bank/institution – branch and address). In cases where the security is jointly owned, both persons must sign the agreements/mortgage.



## BARBADOS PUBLIC WORKERS' CO-OPERATIVE CREDIT UNION LIMITED

# Loan Application Form

- CONSUMER LOAN**
 **MOTOR VEHICLE LOAN**  
 **RESTRUCTURED LOAN**
 **REGULAR LINE OF CREDIT**  
 **OTHER LINE OF CREDIT**

*This is where you belong!*

Tel. No. (246) 622-8900 OR (246) 622-9000 – Contact Centre  
 Belmont Road Fax No. (246) 437-8745,  
 Broad Street Fax No. (246) 228-8586  
 Emerald City Fax No. (246) 271-1448  
 Black Rock Fax No. (246) 424-1700  
 Mile-And-A-Quarter Fax No. (246) 437-8745  
 USA & Canada Toll Free: 1-866-800-6146  
 UK Free phone: 0808-234-1327

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Website: [www.publicworkers.bb](http://www.publicworkers.bb)