

EASTERN REFINERY LIMITED
CHITTAGONG

APPLICATION FORM FOR HOUSE BUILDING LOAN OF
STAFF-WORKERS FOR THE YEAR: _____

New Applicant

2nd Time Applicant

A) PARTICULARS OF THE APPLICANT

- 1) Full name (in capital letters) : _____
- 2) Father's / Husband's name : _____
- 3) Permanent address : Vill. _____
: P.O. _____
: P.S. _____
: Dist. _____
- 4) Present address : _____
: _____
: _____
- 5) Marital status : _____
- 6) Date of birth : _____
- 7) Date of joining at ERL : _____
- 8) Present designation : _____
- 9) Present basic salary : _____

B) PURPOSE OF LOAN (Please put a ✓)

- 1) Purchase of land for construction of building/construction of new building :
- 2) Purchase of readymade building :
- 3) Reconstruction of existing building :

C) NO OF INSTALLMENT TO DISBURSE THE LOAN (Please put a ✓) (Only for New Applicant)

- a. 60 Installments
- b. 84 Installments
- c. 120 Installments

D) DESCRIPTION AND LOCATION OF THE LAND/BUILDING

- 1) Dist . : _____
- 2) P.S. : _____
- 3) Mouza : _____
- 4) J.L.No. : _____
- 5) R.S. Khatian No. : _____
- 6) R.S. Plot No. : _____

Corresponding

- 7) P.S./B.S. Khatian No. : _____
- 8) P.S./B.S. Plot No. : _____
- 9) D.P. Khatian No. : _____
- 10) Plot No. : _____
- 11) Area (Quantity of land) : _____
- 12) Nature and character of Land: _____

I hereby declare that all the informations furnished by me herein above are true to my knowledge and I agree to abide by the terms and conditions of ERL House Building Loan Scheme.

Date: _____

Signature of the Applicant

Salary Code #

PARTICULARS TO BE FURNISHED BY THE PERSONNEL DEPARTMENT

- 1) Name of the applicant : _____
- 2) Date of joining at ERL : _____
- 3) Date of Retirement : _____
- 4) Present designation : _____
- 5) Present scale of pay:Grade - : Tk. _____
- 6) Present basic pay : Tk. _____

Certified by the Personnel Department

PARTICULARS TO BE FURNISHED BY THE ACCOUNTS DEPARTMENT

- 1) Applicant's Provident Fund accumulation on the date of application. : Tk. _____
- 2) Company's contribution towards applicant's Provident Fund on the date of application : Tk. _____
- 3) Accumulated interest thereon, on the date of application. : Tk. _____
- 4) Gratuity entitlement on the date of application : Tk. _____
- 5) TOTAL (1+2+3+4) : Tk. _____
- 6) 80% loan from PF, if any. : Tk. _____
- 7) Previous Due HBL (in any) : FY. _____

Amount Due: _____

No. of Installment Due: _____

Certified by the Accounts Department

GRANTING OF LOAN

Mr.....Desig.....
 is hereby granted Tk..... (Taka.....) only
 as House Building Loan. This loan inclusive of interest amounting to
 Tk.....only will be recovered in installments
 effectiveAmount of installment is Tk.....p.m. being principle is
 Tk.....and interest thereon is Tk.....

Date: _____

Signature of the Granting Authority

Designation: _____