

**EASTERN REFINERY LIMITED**  
**CHITTAGONG**

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

**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 give a ✓ )**

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

**C) 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 information 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 accumu-  
lation 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. \_\_\_\_\_

\_\_\_\_\_  
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 72 (seventy two) installments effective .....Amount of installment  
is Tk.....p.m. being principle is Tk.....and interest thereon is Tk.....

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Granting Authority  
Designation: \_\_\_\_\_