# **EASTERN REFINERY LIMITED**

CHITTAGONG

APPLICATION FORM FOR HOUSE BUILDING LOAN OF

 STAFF-WORKERS FOR THE YEAR:

**New Applicant 2nd Time Applicant**

1. **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 **:**

1. **PURPOSE OF LOAN (Please put a √ )**
2. Purchase of land for construction of building/construction of new building **:**
3. Purchase of readymade building **:**
4. Reconstruction of existing building **:**
5. **NO OF INSTALLMENT TO DISBURSE THE LOAN (Please put a √ ) (Only for New Applicant)**

**a.** 60 Installments

**b.** 84 Installments

**c.** 120 Installments

Contd.........P/2

 **-: 2 :-**

**D) DESCRIPTION AND LOCATION OF THE LAND/BUILDING**

 1) Dist . **:**

1. 2) P.S. **:**
2. 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

Contd.........P/3

**-: 3 :-**

**PARTICULARS TO BE FURNISHED BY THE ACCOUNTS DEPARTMENT**

1. Applicant’s Provident Fund accumulation

on the date of application. **:** Tk.

1. Company’s contribution towards applicant’s

Provident Fund on the date of application **:** Tk.

1. Accumulated interest thereon,on the

date of application. **:** Tk.

1. 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 effective ..................................Amount of installment is Tk.............................p.m. being principle is Tk.........................and interest thereon is Tk.......................

Date:

 **Signature of the Granting Authority**

 **Designation:**