# **EASTERN REFINERY LIMITED**

CHITTAGONG

APPLICATION FORM FOR HOUSE BUILDING LOAN OF

 STAFF-WORKERS FOR THE YEAR:

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 give a √ )**
2. Purchase of land for construction of building/construction of new building **:**
3. Purchase of readymade building **:**
4. Reconstruction of existing building **:**

**C) 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 **:**

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

 **-: 2 :-**

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. \_\_\_\_\_

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. \_\_\_\_\_

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 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:**