

# MANUFACTURING SECTOR WORKERS WELFARE FUND

1<sup>st</sup> Floor, Multi Service Complex, Mangalkhan, Floreal

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## HOLIDAY LOAN SCHEME

Application Form

### SECTION ONE

#### APPLICANT

National Identity Card No.: .....

Surname (block letters): .....

Other names (block letters): .....

Residential Address: .....

Phone No.: Office: ..... Res: ..... Mobile: .....

Enterprise: ..... Occupation: ..... Basic Salary: .....

No. of years of service at present enterprise ..... and previous enterprise(s): .....

#### LOAN DETAILS

Purpose of Loan: .....

Quotation Amount: ..... Loan Amount: .....

#### If Loan Amount exceeds Rs 10,000, fill Guarantor's Details

#### GUARANTOR'S DETAILS

**Eligibility of Guarantor : A worker must stand as a guarantor to a single worker at a time**

National Identity Card No.: .....

Surname (block letters): .....

Other names (block letters): .....

Residential Address: .....

Phone No.: Office: ..... Res: ..... Mobile: .....

Enterprise: .....

Occupation: .....

No. of years of service at present enterprise: ..... Date joined: .....

No. of years of service in previous enterprise(s): .....

#### DECLARATION

I certify that the particulars given above are to the best of my knowledge correct.

.....  
Date

.....  
Signature of Applicant

FOR OFFICE  
USE

MISSING DOCS

**SECTION TWO** (To be filled in by the Human Resource Department of the Enterprise)

Name of enterprise: .....

Address of enterprise: .....

Contact Person:..... Contact No:..... Email Address:.....

I hereby certify that (1).....

bearing NID number ..... and residing at (2) .....

.....is employed as (3) .....

with this enterprise as from (4).....to (5) .....

Date: ..... DD/MM/YY .....

- (1) Name of employee in block letters
- (2) Precise address of employee
- (3) Position held by employee
- (4) Date of Employment
- (5) Present Date

Signature

.....  
Name and status of signatory

**Seal of Enterprise**

**Photocopy of documents to be submitted with Application Form:**

DOCUMENTS	SUBMITTED
● National Identity Card of Applicant	<input type="checkbox"/>
● Proof of Address of Applicant	<input type="checkbox"/>
● Birth Certificate of Applicant	<input type="checkbox"/>
● Recent Payslip of Applicant	<input type="checkbox"/>
● Booking of Air Ticket of Applicant and persons accompanying	<input type="checkbox"/>
● Booking of Accommodation of Applicant and persons accompanying	<input type="checkbox"/>
● National Identity Card of persons accompanying	<input type="checkbox"/>
● Birth Certificate of child accompanying	<input type="checkbox"/>
● Photocopy of NID of Guarantor if the amount is above Rs. 10,000	<input type="checkbox"/>
● statement of account from National Pension Fund FOR APPLICANT AND GUARANTOR if years of service less than 2 years	<input type="checkbox"/>

**NOTE**

1. Incomplete, inadequate and inaccurate filling of application form as well as non submission of required documents may lead to application not being considered.