

# MANUFACTURING SECTOR WORKERS WELFARE FUND

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

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## MARRIAGE LOAN SCHEME

Application Form

### SECTION ONE

FOR OFFICE  
USE

#### APPLICANT

MISSING DOCS

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

Name of Son/Daughter: ..... NIC: .....

Date of projected marriage if applicable: DD/MM/YY Date of Civil Marriage: .....

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

**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:**

<b>DOCUMENTS</b>	<b>SUBMITTED</b>
<b><u>For Self</u></b>	
● National Identity Card	<input type="checkbox"/>
● Proof of Address	<input type="checkbox"/>
● Birth Certificate	<input type="checkbox"/>
● Certificate of Civil Marriage or Marriage Certificate from the Mosque	<input type="checkbox"/>
● Recent Payslip	<input type="checkbox"/>
● Bank Account Number	<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"/>
<b><u>For marriage of son/daughter</u></b>	
● National Identity Card of Applicant	<input type="checkbox"/>
● National Identity Card of son/daughter	<input type="checkbox"/>
● Birth certificate of son/daughter	<input type="checkbox"/>
● Certificate of Civil Marriage or Marriage Certificate from the Mosque (Original will have to be produced at time of collection of cheque)	<input type="checkbox"/>
● Recent payslip of Applicant	<input type="checkbox"/>
● Bank Account Number of Applicant	<input type="checkbox"/>
● Statement of account from National Pension FOR APPLICANT AND GUARANTOR Fund if years of service less than 2 years	<input type="checkbox"/>
● Photocopy of NID of Guarantor if the amount is above Rs. 10,000	<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.
2. The **original Marriage Certificate** will have to be produced **for verification** purposes **at the time of cheque collection.**
3. Application should be made **within 6 months of celebration of Civil Marriage** of any of the abovementioned marriages.
4. The total amount of loan(s) contracted by an employee at the Fund **should not exceed Rs. 25,000**, that is, balance on any previous loan(s) taken and any new loan amount applied by an employee of the sector **should not exceed Rs. 25,000.**