



**DEPARTMENT OF JUSTICE
EMPLOYEES' MULTI-PURPOSE COOPERATIVE**

DOJ Building, Padre Faura St., Ermita, Manila
☎ (02) 7617-7068 * 0927-6144820 * 0917-1378030
Email: osjempc1989@gmail.com

Date: _____

APPLIANCE LOAN APPLICATION FORM

ORDER FORM

ITEM DESCRIPTION (Brand / Model)	QUANTITY	AMOUNT
TOTAL		

NOTE:

1. IF PICK-UP, INDICATE PREFERRED SM BRANCH/OUTLET: _____

2. For NPS Regional Offices:

EMAIL ADDRESS (Where Authority To Pick-up (ATP) will be send: _____

**THE BOARD OF DIRECTORS
DOJ-COOP
MANILA**

GENTLEMEN:

I have the honor to apply for **APPLIANCE LOAN** in the amount of _____ P _____), and hereby promise to pay the **Department of Justice Employees' Multi-Purpose Cooperative (DOJ-COOP)** directly, or through its Treasurer, or through Payroll Deduction the amount of _____ (P _____), payable in _____ (_____) monthly installments in the amount of _____ (P _____); the first payment to be made on _____ and every month thereafter until this loan, including interests and other charges, shall have been paid.

I hereby agree that, in case of default in the payment of any installment, or in case of my disability, retirement, resignation, absence without official leave, and/or separation from the service, the entire unpaid balance of this loan, including interests and other charges, shall immediately become due and payable without need of any formal demand. I hereby agree to waive presentation of payment, demand, protest and notice of protest and dishonor of the same.

In case of the above mentioned cases, I hereby assign in favor of OSJEMPC, without further notice, so much of my capital deposit, including earned dividends, with OSJEMPC and all monies and monetary benefits due, or to be due, from my present office, that would be sufficient to pay off the entire outstanding balance of this loan, including stipulated interests, service charges and fines. I, therefore, authorize the Department of Justice to deduct the necessary amounts from all monies due me and to remit the same directly to OSJEMPC, thru its duly authorized representative.

I further agree that if I fail to pay any installments on the loan when due, I promise to pay a fine in accordance with the terms of the By-Laws and the Rules and Regulations of the OSJEMPC. I also promise to abide by the Decision of the Board of Directors of OSJEMPC on any matter relating to this loan. In case payment shall not be made at maturity, I shall pay costs of collection and attorney's fees in an amount equal to twenty percent of the principal and interest due on this promissory note and, in no event, shall such charge be less than ten pesos (P 10.00).

Date

Applicant's Name and Signature

Official Station

ACTION TAKEN BY THE CREDIT COMMITTEE

Gross Amount P _____	Gross Salary/mo. P _____
Interest _____	Net Salary/mo. P _____
Total P _____	

Period of Collection _____

APPROVED **DISAPPROVED** Reason: _____

CREDIT COMMITTEE _____

POLICY GUIDELINES ON THE AVAILMENT OF APPLIANCE LOAN:

CRITERIA FOR LOAN APPROVAL:

1. **Appliance Loan (AL)** shall be available to all members.
2. Applicant must be included in the preceding and current regular payroll.
3. Applicant must have a net take home pay in compliance with the provisions of the General Appropriation Act (GAA) after all deductions have been made, including the monthly amortization of the loan applied for.
4. The Minimum amount of loan shall be **Three Thousand Pesos (P 3,000.00)** and the Maximum loanable amount shall be **Fifty Thousand Pesos (P 50,000.00)** with payment **terms of Twelve Months (12)**, **Interest rate of Five percent (5%) per annum** with **NO** Service Fee.

Note: Delivery Fee/Charge, if any, shall be for the account of the buyer.

5. Appliance Loan is **NOT** covered by Manulife Loan Insurance.
6. The grant of AL shall be within the limit of the **Five Hundred Thousand Pesos (P 500,000.00)** gross loanable amount.
7. Availment of AL is **LIMITED** to one (1) transaction only, and can be renewed upon **FULL PAYMENT** of the loan.
8. All AL applications will be processed, scheduled and approved for payment by the Credit Committee on a first-come-first served basis, **except** when the loan being processed comes from one of the members of the Credit Committee, in which case, it should be approved by the Board of Directors.
9. The AL shall be available only through designated appliance center/distributor with existing Memorandum of Agreement with the DOJ-COOP.
10. Release of loans shall be subject to the availability of funds.