

DREAM *Maker*

PERSONAL
LOANS



NDB bank

A world class Sri Lankan

National Development Bank PLC. Personal Loan Application

To
NATIONAL DEVELOPMENT BANK LTD.
P.O. Box 1825, No. 40, Nawam Mawatha, Colombo 2

To be filled by the Bank
Loan Application
No. :
Source Code 1.....
Source Code 2.....

Dear Sirs,
I/We hereby apply for a loan under the Scheme, subject to and upon the General Terms and Conditions contained herein which I have carefully read and fully understood.

PLEASE FILL IN BLOCK LETTERS

LOAN REQUESTED

Sole application ☐ Joint application ☐
Loan amount Rs.
Repayment period: Months by EMI ☐
Interest at variable ☐ or fixed ☐ interest rate

Purpose of Loan: _____

Loan repayment method
Salary Remittance ☐
Instalment remittance by employer ☐
Other, Specify :.....

PERSONAL PARTICULARS - Primary Applicant

Name in Full (as in NIC/Passport) ☐ Mr. ☐ Mrs. ☐ Miss ☐ Other
(Underline Surname) _____

Date of Birth: Day Month Year Age Years
Nationality: _____

NIC No:
Date of Issue:
Passport No:
Expiry Date:

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed
Number of Dependants:.....

Academic/Professional qualifications

Education : ☐ Primary ☐ Secondary ☐ Post Graduate
☐ Tertiary ☐ Graduate Other, Specify.....

Residence: ☐ Owned ☐ Rented ☐ Company leased
☐ Mortgaged ☐ Parents

Present Address: _____

Residence Tel No: _____ Mobile No: _____

E-mail Address (If any) _____

Tenure at present address (number of years): _____

Permanent Address: _____

Telephone No. _____

Position/Profession of Spouse: _____

PERSONAL PARTICULARS - Joint Applicant

Name in Full (as in NIC/Passport) ☐ Mr. ☐ Mrs. ☐ Miss ☐ Other
(Underline Surname) _____

Date of Birth: Day Month Year Age Years
Nationality: _____

N I C No:
Date of Issue:
Passport No:
Expiry Date:

Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed
Number of Dependants:.....

Academic/Professional qualifications

Education : ☐ Primary ☐ Secondary ☐ Post Graduate
☐ Tertiary ☐ Graduate Other, Specify.....

Residence: ☐ Owned ☐ Rented ☐ Company leased
☐ Mortgaged ☐ Parents

Present Address: _____

Residence Tel No: _____ Mobile No: _____

Email Address (If any) _____

Tenure at present address (number of years): _____

Permanent Address: _____

Telephone No. _____

Position/Profession of Spouse: _____

Name, address and phone numbers of a relative not living with you-

Name : _____

Relationship : _____

Home Address : _____

Home Telephone : _____ Office No. _____ Mobile No. _____

E-mail Address : _____

EMPLOYMENT DETAILS - Primary Applicant

EMPLOYMENT DETAILS - Joint Applicant

Name of Employer:		Name of Employer:	
Address of Employer:		Address of Employer:	
Telephone No:		Telephone No:	
Nature of Business:		Nature of Business:	
Designation/Job Title:		Designation/Job Title:	
No. of years with the organization:		No. of years with the organization:	
Name/Address of Previous employer(s), if any:		Name/Address of Previous employer(s), if any:	
1.	No. of years	1.	No. of years
2.	No. of years	2.	No. of years

INCOME AND EXPENDITURE STATEMENT

Primary Applicant

Income		Deductions	
Basic Salary	Rs.....	EPF	Rs.....
Fixed Allowances	Rs.....	Tax	Rs.....
Guaranteed Annual Bonus	Rs.....	Others	Rs..... (Including other loans)
Other Income (Per Annum)	Rs.....		
Tax File No.:			

Joint Applicant

Income		Deductions	
Basic Salary	Rs.....	EPF	Rs.....
Fixed Allowances	Rs.....	Tax	Rs.....
Guaranteed Annual Bonus	Rs.....	Others	Rs..... (Including other loans)
Other Income (Per Annum)	Rs.....		
Tax File No.:			

OTHER LOANS/CREDIT CARDS/ASSETS & BANK ACCOUNT DETAILS

Particulars of Loans/Leases taken/signed as guarantor

Name of Borrower	Bank Institution	Amount Granted	Present O/S	Rate	Monthly Instalment	Tenor

Details of Credit Cards held

Name of Card Holder	Card Type	Bank Issued	Card Number	Credit Limit	Card Since	Present O/S Rs.

Particulars of Assets owned by Applicants

Name of Owner	Type of Asset	Market Value	Freehold / Mortgage / Leasehold

Personal Guarantees signed by me/us

Name of Guarantor	Facility Type	Facility Amount	Name of Borrower

Particulars of other Bank Accounts held

Name of Account Holder	Type of Account	Bank and Branch	Account Number

DOCUMENTS ANNEXED HERETO

- I submit herewith,
- i. A True copy of my National Identity Card or Passport
 - ii. A copy of the written request to the Employer referred to in condition (6)
 - iii. A letter from the Employer in the prescribed form, duly signed by an authorized signatory of the Employer
 - iv. Current/Savings Account statement of past 3 months
 - v. A utility bill sent to my residence within the last 6 months
 - vi. Salary slip of last month and tax particulars (if any) of past 3 years

I/We confirm that the details furnished are true and accurate and that no material information has been wilfully withheld in completing this application. I/We hereby acknowledge that I/We have read the Terms and Conditions and that I/We am/are aware of the obligations, liabilities and rights thereunder and accept the foregoing Terms and Conditions.

Signature of Primary Applicant

Date

Signature of Joint Applicant

Date

Terms & Conditions

These terms & conditions shall apply to any Consumer Loan granted by National Development Bank Limited and every Borrower as hereinafter defined shall be bound by these terms & conditions.

For the purpose of these terms and conditions

“Bank” shall mean National Development Bank Limited together with its successors and assigns.

“Borrower” shall mean, the applicant or applicants for a consumer Loan, and shall include their respective heirs, executors, administrators and assigns.

“Business Day” shall mean a day on which the Bank is opened for business in the Democratic Socialist Republic of Sri Lanka.

“Employer” shall mean the employer/s (whether incorporated or otherwise) of the Borrower that is approved by or acceptable to the Bank.

“Loan” shall mean any consumer loan obtained from the Bank, including interest, costs, charges and other expenses.

“Loan Instalment” shall mean the monies due and payable each month by the Borrower to the Bank in respect of the Loan together with interest and other charges thereon and

“Scheme” shall mean the NDB Consumer Loan Scheme.

Words importing the singular number only shall include the plural and *vice versa*, and words importing the masculine gender shall include the feminine gender, and words importing persons shall include corporations and companies:

The Borrower hereby irrevocably acknowledges, agrees and undertakes to and with the Bank that:

- The Application for a Loan shall be in the form prescribed by the Bank from time to time and shall be duly signed by the applicant and the witness and accompanied by the following additional documents:
 - True copy of the applicant's National Identity Card and / or Passport
 - A copy of the written request to the Employer referred to in Condition (6)
 - A letter from the Employer in the prescribed form duly signed by an authorized signatory of the Employer
 - Such other and further information that the Bank may require from time to time
- The granting of the Loan shall be at the sole discretion of the Bank. The Bank shall also be free to grant the Loan for an amount less than the amount applied for without assigning any reason therefor and such lesser amount so granted as the Loan shall be governed by these terms and conditions.
- Subject to (2) above, the Bank shall notify the applicant in writing whether the Loan is approved or not and if the Loan has been approved such notice shall also state the following:
 - The amount of the Loan approved
 - The applicable rate of interest
 - The period of repayment
 - The amount of the Loan instalment
 - The date of commencement of repayment
- An approved Loan shall be available to the Borrower upon the execution of the promissory note presented to the Bank.
- The Borrower shall open a Current Account/Savings Account (subject to the terms and conditions governing such accounts) in the name of the Borrower with the Bank into which the Borrower's salary is to remitted and this account shall be maintained by the Borrower until the Loan interest and other charges payable thereon are paid and settled in full and the Bank shall be entitled to debit such account or any other account of the Borrower with all amounts payable under or in respect of the Loan.
- Where deemed necessary by the Bank,
 - the Borrowers salary or the Loan instalment shall on the written request of the Borrower in the form acceptable to the Bank (the format which is specified hereto) be remitted by the Borrowers Employer to the Borrowers account at the Bank OR
 - the Borrower shall place a standing order to the Borrowers account whereby the Loan instalment shall be credited monthly to such account.

The Borrower shall not change the above arrangement without the prior approval of the Bank. The Borrower hereby authorizes the Bank or any of its representatives to obtain any information of the Borrower, from the Employer, in connection with the Loan.

- On the agreed date irrespective of availability of funds in the Current/ Savings Account maintained by the Borrower with the Bank, the Loan instalment and the amount due will be debited with such agreed installment. The Borrower further undertakes that if any monies are deposited in the Current or Savings Account such monies will be used to partially or fully settle all Loan instalments outstanding on the Loan Account.
- "The Loan Instalment shall become due and payable to the Bank on the last banking date of each month, commencing from the month immediately succeeding the month on which the Loan was disbursed. In the event cleared funds are not available by the due date, any credits to the account will be accrued and appropriated against any overdue Loan Instalment (or part thereof as the case may be) and interest will be recovered on the payment date of the following month. In the event that the Loan Instalment or any part thereof is not paid on the payment date in any month, the Bank shall be entitled to charge interest at a higher rate than the rate applicable to the Loan, by way of liquidated damages together with any late payment fees and charges."
- Interest and other charges on the Loan shall be payable by the Borrower to the Bank in the manner set out in terms of (8) above. Notwithstanding the interest and other charges agreed upon at the time of obtaining the Loan the Borrower further acknowledges that interest rates and other charges on the Loan are subject to change and fluctuation from time to time without notice to the Borrower and that the Bank may at its absolute discretion vary the rate of interest applicable to the Loan also charge a fee for prepayments at its absolute discretion.
- The Bank reserves the right to change the Loan Instalment and the repayment period in keeping with any statutory charges being levied from time to time by the Government of Sri Lanka.
- The Borrower shall pay to the Bank such pre payment fees as the bank shall require or impose in respect of any repayment of the Loan or Loan Instalments.
- The Bank has the option of by giving one day prior notice to the Borrower, to claim settlement of all the Borrowers liabilities to the Bank and to modify or cancel facilities granted by the Bank to the Borrower at its' discretion (whether for breach of any term and conditions hereof or otherwise), with out any obligations to state reasons or justifications for such measures.
- All payments under the Loan (whether principal, interest or otherwise), shall be paid to the Bank at the Branch of the Bank form from which the Borrower obtained the loan on their respective due dates without set off deduction or withholding.

However the Bank may at it's absolute discretion accept payments under the loan at a branch other than the branch from which the Borrower obtained the Loan. In the event of any such payment falling due on a date which is not a business day, such payments shall be made to the Bank by the Borrower on the business day immediately proceeding such date.

If any deduction or withholding shall be required by law, the relevant payments shall be increased by

the Borrower to ensure that after making the relevant deduction or withholding, the Bank receives the net amount it would have been receiving or been entitled to receive but for such deduction or withholding.

- All amounts of interest, costs commission expenses or charges debited to the Borrowers Loan account shall become a part of the Borrower's liability to the Bank.
- The Borrower acknowledges that the Bank has the right to institute legal proceedings for the recovery of the Loan and all outstanding dues thereunder and that any legal costs, fees and lawyers fees connected thereto shall be considered as amounts due to the Bank from the Borrower.
- The Borrower acknowledges that the Bank shall have the right to outsource the functions of recovering the Loan Instalment or any part or portion thereof through an agent or any other third party appointed by the Bank. All costs pertaining to same shall be borne by the Borrower. The Borrower hereby agrees that the Bank shall and is hereby authorized to divulge confidential information of the Borrower to the said agent or third party for the purpose of recovery of the Loan.
- No interest shall be due to the Borrower in respect of any credit balances in the Loan account during the period of these facilities except as may be agreed from time to time in writing in respect of specific sums in the loan account.
- Any statement of account made out of the books, documents and records of the Bank and signed and certified as true by any authorized officer of the Bank shall be binding on the Borrower as regards the amounts outstanding and due to the Bank by the Borrower in respect of the Loan and shall be conclusive evidence thereof.
- The Bank may refuse to honor any drawings which if honored would cause the account(s) to exceed the authorized limit(s). The Bank has no obligation to inform the Borrower that such drawings have been refused. No extension, waiver or indulgence granted by the Bank or any of its offices shall prejudice the rights of the Bank hereunder. In the event of the authorized limit being exceeded, the Borrower acknowledges that any excess is subject to the terms of this agreement.
- The Borrower agrees that any item credited by the Bank to the Borrower's account(s) including items drawn payable at the Bank are subject to clearance through normal channels until such items are cleared, the Bank is entitled to exclude the value of items so credited for the purposes of calculating the overdrawn balance(s).
- The Borrower shall if the Bank may at any time so require place as collateral security with the Bank and to its order all monies, shares, bonds and other valuable documents that now or may in the future be deposited with the Bank in the name of the Borrower. These shall be regarded as security for the settlement of the total amounts owed by the Borrower.
- The Borrower further agrees that the Bank shall have a lien and right of set off (or similar right) over any of the Borrower's property rights and interest which are in the Bank's custody and control, which rights may be exercised by the Bank and the Bank may at any time and without notice combine and consolidate all or any of the accounts held in the Borrower's name irrespective of the title they came under, and/or set off against any overdrawn accounts all or any monies whatsoever and whether on current account, savings account or deposit account and in whatsoever current account which the Bank may at any time hold to the Borrower's account at any of its offices.
- Any claims summons advice or notice relating to these facilities which the Bank may desire to convey to the Borrower shall be deemed to have been duly given to the Borrower, if given in writing by registered post to the address of the Borrower last known to the Bank. Notice of changes in interest rates may also be given by announcement inserted in the local press and/or displayed on the Bank's premises. All notices to the Bank by the Borrower shall be sent by registered post to the Bank at its office at No. 40, Nawam Mawatha, Colombo 02.
- The Borrower shall check carefully all statements of accounts received from the Bank. If within one month of the date of such dispatch of a statement of account to the Borrower's address, as it appears in the Bank records, no objection is received from the Borrower, then the balance shown therein will be considered correct and the fact that no communication has been received from the Borrower then the balance shown therein will be considered correct and the fact that no communications has been received from the Borrower will be interpreted as a confirmation of the correctness of the account and the Borrower undertakes not to raise any objections in respect of any such statement of account. The Borrower will further undertake that should he not receive a statement of account for any period it is solely and entirely the responsibility of the Borrower to demand a statement from the Bank.
- No delay or omission to the Bank in exercising or enforcing (whether or wholly or in part only) any right or remedy hereunder shall impair such right or remedy of the Bank and shall not be construed as a waiver of such right of remedy.
- The Bank reserve the right to vary and/or alter and/or add to these terms and Conditions at any time. However, all such changes will be effective only upon the notification of the Borrower.
- This agreement shall be governed by the laws of Sri Lanka and the appropriate Jurisdiction shall be vested in the courts of Sri Lanka. However the Bank shall have the right to pursue the repayment of the loan in any other country and for such purpose the Bank shall have the right to invoke the jurisdiction of any appropriate court in any other country.
- The Borrower represents and warrants that no bankruptcy proceeding have been commenced or are intended to commence against the Borrower and that all information furnished in this application is true, complete and accurate and that the Borrower has not willfully withheld any material information in completing this application.
- The Borrower shall inform the bank immediately of any material changes to the personal details furnished in this application form.
- In the event that the Loan is obtained by more than one Borrower, all such Borrowers shall be jointly and severally liable to the Bank with respect to the repayment of the Loan.
- The Bank shall have the right to assign any or all its rights hereunder to another party without obtaining the prior approval therefore from the Borrower.

Having read and understood the above terms and conditions governing the Scheme of National Development Bank Ltd., I place my signature below in acceptance of the terms and conditions above in the presence of two witnesses named herein.

Primary Applicant's Signature:..... Joint Applicant's Signature :.....

Date:..... Date :.....

Witness Signature:..... Witness Signature :.....

Name :..... Name :.....

Address :..... Address :.....

.....

.....

EMPLOYER'S LETTER

Date
The Manager
Consumer Credit Division
National Development Bank Ltd.
P.O. Box 1825, No. 40, Nawam Mawatha, Colombo 2

Dear Sir,

Loan to Mr./Mrs./Ms.....
Holder of the NIC No. :.....

Under Personal Loan scheme

At the request of the above named officer of our institution, we hereby certify and confirm the following:

- a. The applicantin our regular employment since..... is/is not confirmed in employment sinceand currently holds the position of drawing a regular gross monthly emolument/salary of Rs. (Rupees.....) per month.
- b. The total deductions from the salary for the month of200..... were as follows:
- i) Basic Salary :.....
 - ii) Allowances
 - (1) Fixed Allowances :.....
 - (2) Variable Allowances :.....
 - iii) Gross Salary :
 - iv) Deductions :.....
(please specify)
 - v) Net Salary :.....
- c. As per his/her request we hereby irrevocably undertake to remit to you the total residue salary of this officer to the credit of his/her Account No.at your Bank, at No. 40, Nawam Mawatha, Colombo 2 commencing fromand continue to do so until further notice in writing is received from your Bank.
- d. in the event the applicant officer is absent without leave for more than 7 days or terminates his/her service prematurely during the tenure of the loan or any other event which may adversely affect this arrangement for recovery of the facility granted to him/her by your Bank, takes place, we hereby undertake to advise you the position promptly and shall not change this arrangement without the prior consent of the Bank.

Yours faithfully,

PROMISSORY NOTE

Date :..... ()

Rs. :..... ()

On demand, I/We
.....
the () undersigned of
() promise to pay National Development Bank Limited of 40, Nawam Mawatha, Colombo 2 or its successors and assigns (Bank) or order the sum of Sri Lanka Rupees.....
() only (Rs.....) for value received together with interest thereon at the rate of per
() centum per annum from the date hereof, or at any other rate as determined by the Bank under clause (9) of the General Terms and Conditions which govern the “NATIONAL DEVELOPMENT BANK LTD. PERSONAL LOAN” and together with other charges as described in clause (14) of the General Terms and Conditions.

	Primary Applicant	Joint Applicant
Names in full:		
NIC No:		
Loan repayment account No:		
Signature:		

Witness

	(1) Signature	(2) Signature
Name		
Address		