

# Personal Loan Application Form



To  
NATIONAL DEVELOPMENT BANK PLC  
Company Reg No PQ 27  
P.O.1825, No.40, Nawam Mawatha, Colombo 2

D S A .....			D M E .....			New Loan	
Loan Type	EDU	<input type="checkbox"/>	Source	Branch	<input type="checkbox"/>	Top-Uplon	<input type="checkbox"/>
	PRE	<input type="checkbox"/>	Sales		<input type="checkbox"/>	Book seperate loan	<input type="checkbox"/>
	MASS	<input type="checkbox"/>	Agency		<input type="checkbox"/>	RST <input type="checkbox"/>	RSH <input type="checkbox"/>

Dear Sirs,

I/We hereby apply for a loan under the Scheme, subject to and upon the NDB Personal Loan terms & conditions (Terms & Conditions) which I/We have carefully read and fully understood and acknowledge receipt of same.

PLEASE FILL IN THE BLOCK LETTERS

## LOAN REQUESTED

Sole application  Joint application

Loan amount Rs.

Repayment period - Months

Repayment Date  5<sup>th</sup>  10<sup>th</sup>  15<sup>th</sup>  25<sup>th</sup>  31<sup>st</sup>

Interest rate p.a. \_\_\_\_\_ %

Purpose of Loan: \_\_\_\_\_

Interest type - Variable  or fixed

I have requested for a (Please tick your selection)

(a) Variable interest rate. I hereby declare that I am fully aware that this interest rate can be changed (increased or reduced) by NDB bank according to market conditions, and agree to this

(b) Fixed interest rate which will remain unchanged for the tenor of the Loan

(c) Special rate based on my salary being remitted to NDB Bank. I hereby irrevocably agree and accept that such special rate will be revoked if I fail to remit my monthly salary to NDB Bank and in such event, the standard applicable interest of the Bank shall apply.

I would like to request the NDB Bank to (Please tick your selection)

(a) Hold & debit only the interest component as the first month's recovery, from the loan proceeds

(b) Hold & debit the full installment (capital +interest) as the first month's recovery, from the loan proceeds

## Loan Repayment Method

Salary remittance

Installment remittance by employer

Standing instruction

I hereby irrevocably undertake to remit the due monthly Loan Installment via a Standing Instruction (SI) from the below bank account in order to effect the timely repayment of my Loan (only applicable if repayment is via SI)

Name of Bank : \_\_\_\_\_

Account Number : \_\_\_\_\_

## PERSONAL PARTICULARS - Primary Applicant

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

NIC/ Passport No:

Date of Birth:    Day  Month  Year

Nationality: \_\_\_\_\_

### Academic/Professional qualifications

Primary  Secondary  Tertiary  Graduate Other, Specify.....

Name of Spouse \_\_\_\_\_

Position/Profession of Spouse: \_\_\_\_\_

If Spouse is Employed Company Name & Address: \_\_\_\_\_

NIC: \_\_\_\_\_ Number of Dependents: \_\_\_\_\_

Phone No.: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Town \_\_\_\_\_ District \_\_\_\_\_

Telephone No. \_\_\_\_\_

Residence:  Owned  Rented  Company leased

Mortgaged  Parents

Marital Status:  Single  Married

Divorced  Widowed

Present Address: \_\_\_\_\_

Town \_\_\_\_\_ District \_\_\_\_\_

Mobile No.: \_\_\_\_\_ Residence Tel No.: \_\_\_\_\_

Email Address \_\_\_\_\_

Residence:  Owned  Rented  Company leased

Mortgaged  Parents

Tenure at present address (number of years): \_\_\_\_\_

Name, address and phone numbers of a relative not living with the applicant/s (In the event of the Borrower being not contactable)

Name : \_\_\_\_\_

Relationship : \_\_\_\_\_

Home Address : \_\_\_\_\_

Home Telephone : \_\_\_\_\_ Office No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

E-mail Address : \_\_\_\_\_

## EMPLOYMENT DETAILS - Primary Applicant

Name of Employer: \_\_\_\_\_

Designation/ Job Title: \_\_\_\_\_

EPF: \_\_\_\_\_ Salary Date: \_\_\_\_\_

Employment Status:  Permanent  Contract  Probation

No. of years with the organization: \_\_\_\_\_ Retirement age: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Ext No. \_\_\_\_\_ Dept. \_\_\_\_\_

Name(s) of previous employer(s). If any:

1. \_\_\_\_\_ No. of years \_\_\_\_\_

2. \_\_\_\_\_ No. of years \_\_\_\_\_

## PERSONAL PARTICULARS - Joint Applicant

Is the spouse mentioned in the first page of this Loan Application, the Joint Applicant?

In such an event, it is not necessary to fill the Permanent Address, Present Address & Spouse Details.

Name in Full (as in NIC/Passport)  Mr.  Mrs.  Miss.  Other

(Underline Surname) \_\_\_\_\_

NIC/ Passport No:

Date of Birth:  Day  Month  Year

Nationality: \_\_\_\_\_

### Academic/Professional qualifications

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

Name of Spouse \_\_\_\_\_

Position/Profession of Spouse: \_\_\_\_\_

If Spouse is Employed Company Name & Address: \_\_\_\_\_

NIC: \_\_\_\_\_ Number of Dependents: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Town \_\_\_\_\_ District \_\_\_\_\_

Telephone No. \_\_\_\_\_

Residence:  Owned  Rented  Company leased  
 Mortgaged  Parents

Marital Status:  Single  Married  
 Divorced  Widowed

Present Address: \_\_\_\_\_

Town \_\_\_\_\_ District \_\_\_\_\_

Mobile No: \_\_\_\_\_ Residence Tel No: \_\_\_\_\_

Email Address \_\_\_\_\_

Residence:  Owned  Rented  Company leased  
 Mortgaged  Parents

Tenure at present address (number of years): \_\_\_\_\_

## EMPLOYMENT DETAILS - Joint Applicant

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

Designation/ Job Title: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Ext No. \_\_\_\_\_ Dept. \_\_\_\_\_

EPF: \_\_\_\_\_ Salary Date: \_\_\_\_\_

Name(s) of previous employer(s). If any:

Employment Status:  Permanent  Contract  Probation

1. \_\_\_\_\_ No. of years \_\_\_\_\_

No. of years with the organization: \_\_\_\_\_ Retirement age: \_\_\_\_\_

2. \_\_\_\_\_ No. of years \_\_\_\_\_

## FOR TOP UP LOANS

### Full settlement of existing Dream Maker Loan facility

Savings Account No. \_\_\_\_\_ Loan Account No. \_\_\_\_\_

I/We here by authorize National Development Bank PLC to debit the above account & recover the outstanding loan in full from my new personal loan applied from your Bank.

Also I request you to recover, the early settlement fee of ..... (Percentage) together with the interest component for the relevant period.

## DOCUMENTS ANNEXED HERE TO

I/We submit herewith,

- i A True copy of my / our National Identity Card/s or Passport/s
- ii A copy of the written request to the Employer referred to in condition (6) of the Terms & Conditions
- iii Employer's letter confirming employment, salary details and salary remittance undertaking, duly signed by an authorized signatory
- iv Current/Savings Account statement for the past 3 months
- v An utility bill sent to my/ our residence(s) within the last 6 months
- vi Salary Slip of last month certified by my/ our employer(s) and tax particulars (if any) of the past 3 years
- vii Credit Card Statement (if required)

I/We confirm that the details furnished are true and accurate and that no material information has been willfully 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 there under and accept the Terms and Conditions.

\_\_\_\_\_  
Signature of Primary Applicant

S.V

\_\_\_\_\_  
Signature of Joint Applicant

S.V

Date \_\_\_\_\_

Date \_\_\_\_\_

## TERMS & CONDITIONS

These Terms & Conditions shall apply to any Personal Loan granted by National Development Bank PLC and every Borrower as hereinafter defined shall be bound by these Terms and Conditions.

### For the purpose of these Terms and Conditions

"Bank" shall mean National Development Bank PLC together with its successors and assigns "Borrower" shall mean, the applicant or applicants for a Personal 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" or "Personal Loan" shall mean any personal loan obtained from the Bank, including interest, costs, charges and other expenses. "Loan Installment" 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 Personal 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:

1. 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 witnesses and accompanied by the following additional documents:
  - i. True copy of the applicant's National Identity Card and /or Passport
  - ii. A copy of the written request to the Employer referred to in (6) below
  - iii. Employer's letter confirming employment, salary details and salary remittance undertaking, duly signed by an authorized signatory
  - iv. Such other and further information that the Bank may require from time to time
2. 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.
3. 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:
  - i. The amount of the Loan approved
  - ii. The applicable rate of interest
  - iii. The period of repayment
  - iv. The amount of the Loan installment
  - v. The date of commencement of repayment
4. An approved Loan shall be available to the Borrower upon due execution of all documents relevant to the Loan.
5. The Borrower shall open a current account / savings account (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 be 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.
6. Where deemed necessary by the Bank,
  - i the Borrower's salary or the Loan installment shall on the written request of the Borrower to the Employer in a form acceptable to the Bank or as per (the format which is specified hereto) be remitted by the Employer to the Borrower's account at the Bank OR
  - ii the Borrower shall place a standing order to any account held at the Bank or any other Bank whereby the Loan installment shall be credited monthly to the 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.
7. On the agreed date irrespective of availability of funds in the Account, the Loan installment and the amount due will be debited with such agreed installment. The Borrower further undertakes that if any monies are deposited in the Account such monies will be used to partially or fully settle all Loan installments outstanding on the Account.
8. The Loan Installment shall become due and become payable to the Bank on the agreed due date by the Borrower, commencing from the month immediately succeeding the month on which the loan was disbursed or on the same month the loan was disbursed upon the request of the Borrower. In the event cleared funds are not available by the due date, any credits to the Account will be accrued and appropriated against any due Loan Installment (or part thereof as the case may be together with interest & other charges). In the event that the Loan installment and or any part thereof is not paid on the payment date of 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 .The said higher rate shall be published in the Tariff Schedule which will be displayed in the bank's official web site and /or at the branches.
9. Interest and other charges on the Loan shall be payable by the Borrower to the Bank in the manner set out in 8 above. Notwithstanding the interest and other charges agreed upon at the time of obtaining the Loan, the Borrower further acknowledges that interest rate and other charges on the Loan are subject to change and fluctuation from time to time and the Bank may at its absolute discretion to vary the rate of interest applicable to the Loan and also charge a fee for prepayment in the event if the Borrower is not in agreement with such Terms & Conditions, with notice to the Borrower.
10. The Bank reserves the right to change the Loan Installment and the repayment period in keeping with any statutory charges being levied from time to time by the Government of Sri Lanka.
11. The Borrower shall pay to the Bank such prepayment fees as the Bank shall require or impose in respect of any repayment of the Loan or Loan installment which will be updated in the Tariff Schedule. The updated Tariff Schedule shall be displayed in the Bank's official web site and /or at the branches.
12. The Bank has the option of giving one day prior notice to the Borrower, to claim settlement of all the Borrower's 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 Terms and Conditions hereof or otherwise) without any obligations to state reasons or justifications for such measures.
13. All payments under the Loan (whether principal, interest or otherwise), shall be paid to the Bank at any one of its branches or via mobile banking or via internet banking on their respective due dates without set off deduction or withholding. However the Bank may at its 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 received or been entitled to receive but for such deduction or withholding.
14. All amounts of interest, costs, commission expenses or charges debited to the Borrower's Loan account shall become a part of the Borrower's liability to the Bank.
15. The Borrower acknowledges that the Bank has the right to institute legal proceedings for the recovery of the Loan and all outstanding dues there under and that any legal costs, fees and lawyers fees connected thereto shall be considered as amounts due to the Bank from the Borrower.
16. The Borrower acknowledges that the Bank shall have the right to outsource the functions of recovering the Loan Installment 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.
17. 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
18. 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.
19. 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 officers 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.

20. 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).

21. 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.

22. 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 come 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.

23. 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.

24. 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 communication 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.

25. 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 or remedy.

26. The Bank reserves 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. In the event the BORROWER does not/is unable to accept such changes and communicates to the Bank to that effect in writing, the LOAN shall be then, become payable on demand.

27. 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.

28. 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 wilfully withheld any material information in completing this application.

29. The Borrower shall inform the Bank immediately of any material changes to the personal details furnished in this application form.

30. 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.

31. The Bank shall have the right to assign any or all its rights hereunder to any other party without obtaining the prior approval therefore from the Borrower. In the event the rights of the BORROWER being reduced due to such assignment or transfer, BANK shall obtain prior written approval of the BORROWER.

32. The Borrower shall have to bear the financial risks associated with any unanticipated or unprecedented imposition or amendment in policies, regulations, taxation and/or any other contingencies, under any other circumstances due to loan commitments not being fulfilled within the agreed facility tenor as stipulated in the Contract.

33. The procedure and the latest contact details of the Bank in handling complaints and alternate dispute resolutions such as Financial Ombudsman and Central Bank of Sri Lanka shall be published in the Bank's website "[www.ndbbank.com](http://www.ndbbank.com)"

34. The BORROWER is in agreement with the Bank and hereby specifically authorize the Bank to provide, process, share, and store or transmit information of the Borrower and/or the transaction(s), where legally or contractually obligated to do so to the service providers, regulators or any third party, under strict confidentiality conditions.

35. The Borrower agrees that in the event of a default, the Bank reserves the right to initiate action against the Borrower /security provider / Guarantor or any connected party by any type of action available to the Bank including but not limited to Debt Recovery Action , Mortgage Bond Action , Money Recovery Action , Actions under the Recovery of Loans by Banks (Special Provisions) Act or any such other similar action.

All costs pertaining to the initiating and maintaining of such actions including counsel fees and other professional charges translation, publication, stamp duty, auction charges and other incidental expenses shall be borne by the Borrower.

The procedure for repossession of any asset and the handling of same including the disposal of the assets will be published on the Banks website "[www.ndbbank.com](http://www.ndbbank.com)".

Having received, explained, read and understood the above Terms and conditions governing the Scheme of National Development Bank PLC ,I/we place my/our signature/s below in acceptance of the Terms and Conditions above in the presence of two witnesses named herein.

S.V

S.V

Signature of Primary Applicant

Date \_\_\_\_\_

Witness Signature

Name \_\_\_\_\_

NIC No. \_\_\_\_\_

Residential Address \_\_\_\_\_

Joint Applicants signature

Date \_\_\_\_\_

Witness Signature

Name \_\_\_\_\_

NIC No. \_\_\_\_\_

Residential Address \_\_\_\_\_