

UNITED REPUBLIC OF TANZANIA
LAPF PENSIONS FUND



PICHA YA
MUOMBAJI

**HOUSE LOAN APPLICATION FORM/
FOMU YA MAOMBI YA MKOPO WA NYUMBA**

A: APPLICANT'S DETAILS/TAARIFA ZA MWAOMBAJI

1. Name/*Jina*.....Designation/*Cheo*
2. Employer/*Mwajiri*.....
Department/Idara.....LAPF/Employee Number/*Namba ya
LAPF/Mshahara*.....
3. Date of birth/*Tarehe ya Kuzaliwa*.....
4. Date of first employment/*Tarehe ya kuajiriwa*.....
5. Date of confirmation/*Tarehe ya Kuthibitishwa kazini*.....
6. Date of retirement/*Tarehe ya kustaafu*.....
7. Basic salary/*Mshahara Ghafi*.....
8. Loan (if any) *Mkopo(kama upo)*.....
9. Postal Address/*anuani ya Posta*.....
Physical Address/*anuani ya Makazi*.....
10. 11 .Mobile Number/*Namba ya simu ya mkononi*.....

B: LAPF LOAN/MKOPO WA LAPF

1. Amount Requested/*Kiasi kilichoombwa*.....
2. Purpose of the Loan/*madhumuni ya mkopo* Build/Purchase(*Kujenga/Kununua*)
.....

C: LOCATION OF A HOUSE TO BE BUILT/PURCHASED: MENTION:

SEHEMU NYUMBA ITAKAPOJENGWA/ITAKAPONUNULIWA: TAJA

1. Title No/**Namba ya Hati**..... 2. **Plot No/Namba ya Kiwanja**.....
3. Block No/ **Namba ya Kitalu** 4. Area/**Sehemu**.....
5. District/**Wilaya**.....

D: ATTACHMENTS/VIAMBATANISHO

1. Certified Copy of Title Deed/**Kivuli cha hati ya kiwanja kilichothibitishwa;**
Certified Copy of Drawing of the Building/**Kivuli cha mchoro wa Jengo kilichothibitishwa;**
2. Original Sale Agreement(in case of purchase) **Mkataba halisi wa manunuzi;**
3. Recent Valuation Report (Obtained within twelve (12) months prior of signing the Loan Agreement) (in case of purchase); **Taarifa ya Uthamini ya hivi karibuni(iliyopatikana ndani ya miezi 12 kabla ya kusainiwa makubaliano ya mkopo)(ikiwa ni kununua);**
4. Recent Original Salary Slip/**Hati halisi ya mshahara ya hivi karibuni;**
5. Certified Copy of Bank Identity Card/**kivuli cha Kitambulisho cha benki kilichothibitishwa**
6. Copy of Membership Card/**Kivuli cha kitambulisho cha LAPF ;**
7. One Picture Passport Size/**Picha moja ya Pasi;**

E: DECLARATION/TAMKO LA MUOMBAJI

I hereby do declare to the best of my knowledge and understand that the information I have given above is correct and complete for the Fund to consider me for the loan. I also declare that any wrong information that I may have provided would lead to disapproval of the loan as per Loan Agreement and disciplinary action against me in accordance with relevant laws and regulations / **Nathibitisha hapa kwamba taarifa zilizotolewa ni sahihi na kamilifu kwa mfuko kunifikiria kwa mkopo. Na pia nathibitisha pia taarifa zozote zisizosahihi zitapelekea kukutopatiwa mkopo huo na pia kuchukuliwa hatua kwa mujibu wa taratibu za kisheria**

.....

Applicant's Signature/**Saini ya Muombaji**

.....

Date/**Tarehe**

F: APPLICANT'S EMPLOYER/MWAJIRI WA MUOMBAJI

I certify that the particulars of the employee as recorded above are correct to the best of my knowledge/*Nathibitisha kwamba taarifa za mwajiriwa kama zilivyonukuliwa hapo juu ni sahihi kwa kadiri ya uelewa wangu.*

Employer's name/*Jina la Mwajiri*.....

Address/*Anuani:*

.....

.....

Employer's representative name/*Jina la mwakilishi wa Mwajiri*.....

Designation/*Cheo*.....

Signature/*Saini*.....Date/*Tarehe*.....

Employer's rubber stamp/ <i>Muhuri wa Mwajiri</i>
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G: CERTIFICATION BY ZONAL MANAGER

This is to certify that/*Hii ni kuthibitisha kwamba*..... has submitted benefit claims with all the supporting documents/*amewasilisha fomu zake za maombi na viambatanisho vinavyohitajika*

Name/*Jina:*

Signature/*Saini:*Office Stamp/*Muhuri wa ofisi:*.....

Date/*Tarehe:*