



# LOAN APPLICATION FORM FOR MEMBERS OF PENSION SCHEME



Please complete this form in CAPITAL LETTERS/Tafadhali jaza fomu hii kwa HERUFI KUBWA

LOAN APPLICATION NUMBER/ NAMBARI YA MAOMBI YA MKOPO

Date/Terehe

NMB Branch/Tawi la NMB

## SECTION 1: PERSONAL DETAILS/MAELEZO BINAFSI

Applicant (full names as per identification /Muombaji (Majina kamili kwa mujibu wa Utambulisho

First Name/Jina la Kwanza

Middle Name/Jina la Kati

Last Name/ Jina la Mwisho

Date of birth:

Tarehe ya kuzaliwa :

Attach Customer's picture

/ Weka picha ya muombaji

Place of birth:

Mahali ulipozaliwa :

Marital status/Hali ya ndoa

Married/Nimeolewa/Nimeoa

Single/Sijaoa/Sijaolewa

Others/Vinginevyo

Membership No. /Namba ya Uanachama

National ID Number/Namba ya kitambulisho cha Taifa

Staff ID number/Nambari ya Kitambulisho cha Kazi :

Contract Status/Hali ya Mkataba :

Permanent/Kudumu

Temporary/Muda

Mobile Phone Number/Nambari ya Simu ya Mkononi :

Receive Salary through NMB/Pokea Mshahara kupitia NMB: Yes/Ndio

No/Hapana

Account Details: Taarifa za Akaunti ya Mshahara

Account No/Nambari ya Akaunti

## SECTION 2 : EMPLOYMENT DETAILS/TAARIFA ZA AJIRA

Employer name/Jina la muajiri

Date of Employment/ Tarehe ya Kuajiriwa

Date/  
Terehe

Employer address/Anuani ya Muajiri

Date of retirement/Tarehe ya kustaafu

Date/  
Terehe

Number of years with current employer/ Muda uliofanya kazi kwa muajiri wa sasa

Number of years with previous employer/ Muda uliofanya kazi kwa muajiri aliyepita

**Gross Monthly Salary/**

Mshahara wa mwezi

**Monthly Basic salary/**

Mshahara wa mwezi bila posho

**Net monthly salary/**

Mshahara wa mwezi bila posho

**SECTION 3: NEXT OF KIN/MRITHI****Next of kin(Full name as per Identification)/Mrithi** (Majina kamili kwa mujibu wa Utambulisho)**First Name/Jina la Kwanza****Middle Name/Jina la Kati****Last Name/ Jina la Mwisho****Relationship/Mahusiano****Occupation/kazi yake****Postal address/Anuani ya posta****Telephone No/Nambari ya simu****Mobile No/Nambari ya simu ya mkononi****SECTION 4 : LOAN DETAILS/MAELEZO YA MKOPO**

<b>Details of Outstanding loans (if any)/Maelezo ya mkopo Uliobaki (Kama upo)</b>	<b>Outstanding Loan amount/Kiasi cha Mkopo Uliobaki</b>	<b>Lender/Mkopeshaji</b>	<b>Monthly Repayment/ Malipo kwa Mwezi</b>	<b>Expiry Date/ Tarehe ya Kumaliza mkopo</b>
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**Requested Amount (in figure)/Mkopo ulioombwa (Kwa tarakimu):****Amount In words/Kiasi kilichoombwa kwa maneno):****Purpose of the loan/Madhumuni ya mkopo:****Repayment period/Muda wa marejesho:****Attachments:-**

- Certified Copy of scheme membership card
- Certified Copy of employer ID
- Certified Copies of 3 consecutive Current Salary slip
- Bank Statements for 3 Months (for those with no account in NMB)
- Introduction letter from the employer
- Certified copy of pension contribution statement from the Fund

**Viambatanisho:-**

- Nakala ya kadi ya uanachama wa mfuko
- Nakala ya Kitambulisho cha kazi
- Slipu 3 za mshaharaya hivi karibuni zinazofatana
- Taarifa ya Benki kwa miezi 3 (kwa wasiokuwa na akaunti NMB)
- Barua ya utambulisho kutoka kwa mwajiri
- Nakala ya taarifa za mchango kutoka mfuko wa Kijamii.

**Declaration**

I declare that all information given in this loan application form is correct to the best of my knowledge, further I understand that submission of forged documents and / or false information is a criminal offence and may lead to legal action against me.

Witnessed to my hand

Name employee: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Employee Irrevocable Authority**

I \_\_\_\_\_ an employee of \_\_\_\_\_ Irrevocably authorize my employer to deduct from my salary by monthly installments with effect from \_\_\_\_\_ and in the event of my termination of service, resignation, abscondment, dismissal and any othersuch events, I hereby authorize the payment of the outstanding amount from my final terminal benefits to be recovered from my pension fund, I authorize such payment to be made direct to my employer to facilitate deductions of the amount payable to the NMB PLC.

Also, I undertake to notify the bank on any future change of my employment and that in such event, I will arrange for a formal takeover of the repayment by new employer.

Further, I authorize the NMB PLC either to seek or disclose my information from any bank, financial institution or approved credit reference bureau in Tanzania when assessing my application and at any time during existence of my loan account.

Witnessed to my hand

Name employee: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Place \_\_\_\_\_

**Employers Declaration**

We confirm that the above applicant is a permanent employee/contract employee of our company / Organization and that the salary and other details contained in this application form are correct.

We undertake to remit his/her salary to the account maintained at NMB PLC and facilitate the installment deduction via our payroll remit the same to NMB PLC.

We further undertake to pay to NMB PLC any terminal benefits due to the employee in the event of termination of employment. We also confirm that we will not accept any changes to this instruction without prior written confirmation from NMB PLC.

Company's name:

**Authorized signatory name** /Jina la muweka saini: \_\_\_\_\_

\_\_\_\_\_  
**Signature & Stamp**/Saini na Muhuri

\_\_\_\_\_  
**Date**/Tarehe

**LAPF member's verification**

We confirm that Mr/Mrs/Miss/Ms \_\_\_\_\_ is an active member of LAPF Pension Fund and we also declare to you that the applicant has contributed a total of \_\_\_\_\_ contributions with a cumulative of Tshs \_\_\_\_\_ as of \_\_\_\_\_ .

We will undertake to pay to NMB PLC terminal Pension benefits due to the employee in the event of termination of employment being a last resort after other recovery measures have been taken.

**Authorized signatory name** /Jina la muweka saini: \_\_\_\_\_

\_\_\_\_\_  
**Signature & Stamp**/Saini na Muhuri

\_\_\_\_\_  
**Date**/Tarehe

STAMP HERE / GONGA MUHURI HAPA

**FOR BANK USE ONLY/KWA MATUMIZI YA BENKI TU**

<b>Officer's Name</b> /Jina la afisa <input type="text"/>	<b>Signature</b> / Saini <input type="text"/>
<b>Date</b> /Tarehe <input type="text"/>	
<b>Branch Manager</b> /Meneja wa tawi <input type="text"/>	<b>Signature</b> / Saini <input type="text"/>
<b>Date</b> /Tarehe <input type="text"/>	STAMP HERE / GONGA MUHURI HAPA