



THE ESTATE STAFFS' PROVIDENT SOCIETY

APPLICATION FOR EDUCATIONAL LOAN

1. Full Name of Applicant :
2. National Identity Card No. :
3. Membership Number :
4. Date of Birth :
5. Present Address :
6. Category of Employment :
- 6.1 Name of Employer :
7. Total annual income (From all sources) :
- 7.1 Of applicant : Rs
- 7.2 Of Applicant's family members : Rs
8. Applicant's total monthly Earnings (give details) :
9. Applicant's total deductions from earnings (Give details) :
10. Full names of dependants with Ages and relationship to Applicant:
11. Amount of loan applied for :
12. Name of student for whom loan assistance is required :
- 12.1 Date of birth of student (Annex Birth Certificate) :

- 12.2 Purpose for which loan is required :
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- 12.3 Highest educational qualification obtained and year of exam passed (Give full details and attach documents) :
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- 12.4 Description of the proposed Educational course and qualification after completion :
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- 12.5 Duration and date of commencement of course :
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- 12.6 Name of Institution and address :
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- 12.7 Has the student selected for a course of study by any Institution/University in Sri Lanka? Abroad? If so, give details and attach documents :
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- 12.8 Proof of selection to undergo the course study :

- 12.9 Full course fee in Sri Lankan Rupees :

- 12.10 Details of overseas accommodation of student (If applicable) :
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13. Are you at present committed to pay any capital or interest on any loans? :

13.1 If so the amount involved : Rs
Rs
Rs

13.2 The rates of interest :%.....%.....%

13.3 The securities agreed if any :

14. How do you propose to repay the loan?

(a) On the normal repayment of 5% on Salary :

(b) In 5,10,15 or 20 years :

14.1 I confirm that I am aware that, should I use the funds for any purpose other than specified in this application, I will lose membership of the Society.

15. I hereby declare that to the best of my belief, knowledge and information, the above statement are true and accurate, and I do hereby agree, for my self and my heirs, executors, administrators and nominee or nominees to be bound by the Rules and Regulations for the time being and from time to time governing The Estates Staffs' Provident Society and by such terms and conditions as the Committee may at any time impose in respect of this application or any loan granted to me in consequence thereof.

.....
DATE

.....
SIGNATURE



TO BE FILLED IN TRIPLICATE

APPLICATION FOR EDUCATIONAL LOAN

TO BE COMPLETED BY THE EMPLOYER

Applicant's Name
Membership No

The Secretary
The Estates Staffs' Provident Society
P O Box 855
Colombo

I Superintendent/General Manager/Regional Manager *
of Estate/Office* do hereby certify that the applicant above named is
employed on my Estate/Office asand that the particulars furnished in Cage 8 & 9 of the
Educational Loan Form EL/1 made by the applicant are correct. Following the inquiries I have made/caused to be made, I
hereby recommend the annexed application for a Educational Loan out of the money of your Society for the specific
purpose mentioned in Clause 12.2 of Application Form EL 1.

I undertake, for myself and successors in my office of Superintendent/General Manager/Regional Manager* to deduct
towards repayment of money that may be due and outstanding in respect of any loan granted by your Society, such
amounts as your society may from time to time direct and I engage, for myself and successors aforesaid, to remit such
deductions monthly to your Society.

I will keep your Society informed of transfer/termination of service of the member.

Yours faithfully

Signature of Employer
(Official rubber-stamp of employer)

Date:

*Employer shall mean the Superintendent, General Manager or Regional Manager.

..... confirm that in the event of the loan applied for by me being granted, I will
utilize the said sum for the specific purpose mentioned in clause 12.2 of my application form EL/1 and hereby give my
irrevocable letter of authority on Form EL/3 to enable my Employer Viz; the Superintendent/General Manager/Regional
Manager* of and/or his successors in office or the Superintendent/General
Manager/Regional Manager* of any other Estate/Office to which I may be subsequently transferred to deduct and remit
monthly instalments due on account of the said Educational Loan which sum will be notified by the Society to my Employer
under advice to me until I settle the loan in full or till the determination of my services with the Employer.

.....
Date

.....
Signature of Member

*Delete what is inapplicable



The Superintendent/Accountant

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Date:

Dear Sir,

RECOVERY OF EDUCATIONAL LOAN INSTALMENT

I write to advise you that I have obtained from The Estates Staffs' Provident Society an Educational Loan of Rs..... In terms of the rules of the Society, I have to repay the loan in monthly instalments.

Kindly treat this letter as my irrevocable authority to you to recover from my monthly emoluments, such sums that will be notified to you by the Society and remit same to them towards the reduction of my loan, monthly. These monthly deductions should continue until the Society advises you that the loan has been repaid in full and no further recoveries need be effected.

CC. The Secretary
Estates Staffs' Provident Society
32 Vajira Road
Colombo 5

Yours truly,

.....
Name