



**PUBLIC SERVANT PERSONAL LOAN APPLICATION FORM**

Email us on [enquiries@sproutfinance.com.pg](mailto:enquiries@sproutfinance.com.pg)/[admin@sproutfinance.com.pg](mailto:admin@sproutfinance.com.pg)

**PERSONAL DETAILS**

Full Name /Mr./Mrs./Ms. \_\_\_\_\_

Surname: \_\_\_\_\_

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

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Age \_\_\_\_\_

Gender: Male  Female

Mobile Number: \_\_\_\_\_

Personal Email address: \_\_\_\_\_

Close Relative Contact Number: \_\_\_\_\_

NID Number: \_\_\_\_\_

Marital Status: Single  Married

**RESIDENTIAL ADDRESS**

Section:	Lot:
Street Name:	
Suburb:	

**NATIONALITY:**

Home Province:
District:
Village:

**EMPLOYER DETAILS:**

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

Position: \_\_\_\_\_

File Number: \_\_\_\_\_

Department: \_\_\_\_\_

Office Number: \_\_\_\_\_

Work Email address: \_\_\_\_\_

Date of Employment: \_\_\_\_\_

Payroll officer Name: \_\_\_\_\_

Payroll officer landline: \_\_\_\_\_

Payroll officer email address: \_\_\_\_\_

**SPOUSE DETAILS**

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

Surname: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Spouse's Employer Name: \_\_\_\_\_

**RELATIVE DETAILS**

Name of Close Relative: \_\_\_\_\_

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

Relative's Mobile Number: \_\_\_\_\_

Employer: \_\_\_\_\_

**LOAN DETAILS:**

New Client:  Existing Client:

- Purpose of Loan:  Personal Expense  
 Refinancing  
 Existing SME Lending  
 Additional Loan  
 Others

Purpose of others: \_\_\_\_\_

Amount Requested: K \_\_\_\_\_

Repayment Amount: K \_\_\_\_\_

Number of Fortnights: \_\_\_\_\_

Net Salary per Fortnights: K \_\_\_\_\_

Gross Salary per Fortnights: K \_\_\_\_\_

For Additional  Refinancing

Existing Balance: K \_\_\_\_\_

Client's Portion: K \_\_\_\_\_

Total Loan Request: K \_\_\_\_\_

**BANK DETAILS:**

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

Bank Name: \_\_\_\_\_ Branch Name: \_\_\_\_\_

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

Account Type: Cheque  Savings



PUBLIC SERVANT PERSONAL LOAN APPLICATION FORM

Email us on enquiries@sproutfinance.com.pg/admin@sproutfinance.com.pg

IRREVOCABLE SALARY DEDUCTION AUTHORITY

SALARY DEDUCTION

TO: Accounts/Finance /HR/Pay roll

Date: \_\_\_/\_\_\_/20\_\_\_

Applicant's Name: \_\_\_\_\_

From: \_\_\_\_\_

Employee No. \_\_\_\_\_

Signature: \_\_\_\_\_

I hereby authorize you to deduct the sum of K \_\_\_\_\_ from my fortnightly/monthly salary and remit cheque or client deposit in favour of Sprout Finance Limited Bank Account Number as follows;

Account Name:	Sprout Finance Limited
Bank Name:	BSP
Branch Name:	BOROKO
Account Number:	7011955569
TYPE	CHEQUE

Upon my resignation or termination of

Upon my resignation or termination of employment, you are hereby authorized to remit the outstanding balance of my loan to Sprout Finance Limited or its appointed nominee, from my final entitlements.

Position: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

Approved By: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_

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

Deduction Date: \_\_\_/\_\_\_/\_\_\_

Deduction Start Date: \_\_\_/\_\_\_/\_\_\_



Official Stamp

Number of Fortnights/months

Deduction Cease Date

Deduction Code **DVELF**

Salary PVA Deduction Approval Date: / /

Pay Period End Number

Salary Deduction Raised

Pay Period Number

The above is irrevocable without the consent of Sprout Finance Limited.

Payroll Officer full Name:

Phone:

Email:

Signature:

Email:

Signature:

Date:



PUBLIC SERVANT PERSONAL LOAN APPLICATION FORM

Email us on enquiries@sproutfinance.com.pg/admin@sproutfinance.com.pg

Terms and Conditions

PART A: Borrowers Obligations

- 1. The borrower(s), as referred to herein, hereby agrees under contract to borrow the principal loan sum of K\_\_\_\_\_ which is to be repaid over fortnightly instalments of \_\_\_\_\_. The first fortnightly instalment is to be deducted at settlement with subsequent instalments to commence on the following payday on or about the \_\_\_\_ day of \_\_\_\_\_20 \_\_\_\_ until such time that the loan amount inclusive of principle, interest and any fees is paid in full.
2. The borrower agrees to meet instalments on the due dates in the manner described in the contract.
3. The borrower is to immediately advise SPROUT FINANCE (SF) of any change in residential address or employment.
4. Should the borrower resign from, or be terminated by their employer, any final entitlements with their employer shall, in the first instance be directed to SF to meet associated debt obligations.
5. The borrower agrees that 1 loan repayment will be deducted at loan disbursement.

Part B: Interest Rate

- 6. Interest will be charged on the loan at the rate of \_\_\_\_\_percentage per fortnight. The interest rate is variable by the lender in its absolute discretion by thirty (30) days in writing.
7. An act of default will be deemed to have taken place under the following circumstances:
a) The borrower fails to repay any component of principle or interest on the due date in terms of financial agreement.
b) The borrower provides false information or data in relation to this agreement; or
c) The borrower becomes insolvent or is declared bankrupt.
d) The borrower is unemployed for a period of six (60) consecutive days.
8. Should the borrower suffer an act of default, as defined above, all monies owing to SF become due and payable on demand.

9. On all monies including principal loan sum, default interest will be charged at a flat rate of an additional 10% per fortnight on each and every fortnightly instalment including associated enforcement expenses as set out below until the loan is no

longer in arrears.

10. As per clause 9 above the borrower may incur enforcement expenses should the loan fall in default as defined under Clause 7 sub clause a), b), or c). Such expenses and costs include associated expenses reasonably incurred by SF when exercising its rights of enforcement and/ or all other expenses and damages incurred by SF as a direct or indirect result of your breaching this contract.

11. Such expenses, as referred above, may be added to your existing balance at any time and the discretion of SF. Accordingly, the balance becomes due and payable.

Part C. Credit Information

Authority to obtain and provide personal, financial and credit information.

12. The undersigned borrower authorizes Sprout Finance to:

- a) Obtain a credit report containing any personal financial & credit information in relation to the undersigned from a Credit Reporting Agency.
b) Utilise the credit report to assist in the assessment of any loan or credit application by the borrower.
c) Exchange personal financial and credit information in relation to the undersigned borrower with other credit providers including details of loan obtained from Sprout Finance; and
d) Inform a Credit Reporting Agency of any default in the repayment of the credit provided to the undersigned borrower(s).

Part D. Loan Protection Insurance

13. Upon production of a certified copy of the borrower(s) death certificate (not Guarantor) the loan protection fee will be applied in satisfaction of the outstanding loan balance except in the following circumstances.

Part E. Guarantee by Borrower

14. It is acknowledged that the borrower verifies that the information contained within this agreement is true and correct in every particular.

Part F. Borrower Acknowledgement

I fully read and understood the terms and conditions of this contract and acknowledge by signing this contract:

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

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature: \_\_\_\_\_



PAPUA NEW GUINEA

### STATUTORY DECLARATION

I, (a) ..... of .....  
(Applicant's Full Name) (Applicant's Address)

I am employed by..... file number ..... and I work as

a....., do solemnly and sincerely declare that

(b) I have read, understood and fully completed **SPROUT FINANCE LTD** Personal Loan Application

- i. I also read and understood the repayment schedule with its fixed interest rates which made up the total SUM that I will be repaying fortnightly until the duration period when my loan is completed.
- ii. I agree to get a loan of K.....and will repay the rate of K..... per fortnights, for the next ..... fortnights, and if I fail to repay the fortnightly, I will accept the penalties charges on my name.
- iii. I undertake to effect a **DVELF Deduction Code** to deduct from my fortnightly deduction of my wages or salary with effect from Pay .....and ending Pay..... And if I fail, I agree for Sprout Finance Ltd further expand the duration period including the penalties on my name.
- iv. I irrevocably assign to **SPROUT FINANCE LTD**, in the event of leave, completion of contract, my termination of contract, resignation or separation from my employment for whatever cause, any entitlements due to me will be replaced to **SPROUT Finance** through repossession under my name.
- v. I also agree with the **SPROUT FINANCE's** Terms and Conditions and its Recovery Policy and if I failed to comply, I agree for **SPROUT FINANCE** to charge for the penalties to my name.

**And I make this solemn declaration by virtue of the Oaths, Affirmations and Statutory Declarations Act 1962 conscientiously believing the statements contained therein to be true in every particular.**

Declared at .....	(c) .....
the ..... day of	Before me (d) .....
....., 20 ....	(e) .....

- (a) Here insert name, address and occupation of person making the declaration.
- (b) Here insert the matter declared to. Where the matter is long it should be set out in numbered paragraphs.
- (c) Signature of the person making the declaration.
- (d) Signature of the person before whom the declaration is made.
- (e) Here insert the title of the person before whom the declaration is made.

Note – Any person who wilfully makes a false statement in a Statutory Declaration is guilty of an indictable offense and is liable to imprisonment with or without labor, for four years.