



MERALCO EMPLOYEES MUTUAL AID AND BENEFITS ASSOCIATION, INC.

Ground Floor, Employee Services Center, Meralco Center, Ortigas Avenue, Pasig City
Telephone No. 1622-6993 to 6994 Fax No. 632-8895

LOAN APPLICATION FORM

Name of Borrower _____
Man No. _____ PG _____
Employer _____
Position _____
Office _____
TIN/SSS No. _____
Local or Cell No. _____

Name of Co-Maker _____
Man No. _____ PG _____
Employer _____
Position _____
Office _____
TIN/SSS No. _____
Local or Cell No. _____

FOR ACTIVE EMPLOYEES: CO-MAKER SHOULD BE OF THE SAME PAYGRADE LEVEL OR HIGHER

I. TO BE ACCOMPLISHED BY THE BORROWER

I hereby apply for MEMABA _____ **Loan** in the amount of **P** _____, payable within _____ **months** at the rate of ___% interest **per annum** in equal installments of **P** _____ every payday (semi – monthly/monthly); and for this purpose, I hereby authorize my employer to make the appropriate deductions from my salary. In case of my death or separation from the service for any cause whatsoever, I hereby authorize my employer to deduct the balance in full from any amounts or sum of money due me and/or my estate.

As a condition imposed on the approval of my application for a loan, I hereby agree and undertake to submit to MEMABA the following document/s:

- | | |
|--|--|
| _____ Marriage Contract | _____ Registered Certificate of Live Birth |
| _____ Registered Certificate of Death | _____ Medical Certificate/Statement of Account/Medical Prescriptions |
| _____ Official Receipt/s of payment issued by the hospital/clinic/funeral parlor | |
| _____ Photocopy of I.D. | _____ Others |

Furthermore, I hereby agree that any misrepresentation on my part and/or failure to submit the required proofs/evidence/documents in support of the benefits/loan herein applied for and granted shall constitute ground for disciplinary action and will subject me to the appropriate penalty prescribed under my employer's Code on Employee Discipline.

DATE

SIGNATURE OF BORROWER

RELEASE OF LOAN PROCEEDS

(Applicable only to loan that proceeds will be under the borrower's name)

- For Pick-up For Deposit to BDO Account No.: _____
- For Deposit to MESALA Account No.: _____

CERTIFICATION

I hereby certify that _____ of _____ Company/Department/Division has no pending administrative/criminal case and/or investigation filed and/or initiated against him/her by the company; and no notice of resignation, and/or leave of absence without pay has been filed.

DATE

SIGNATURE OVER PRINTED NAME
Office Head/G-3 Head

II. TO BE ACCOMPLISHED BY MEMABA

The borrower has a borrowing capacity of P _____ available for loan payment and updated membership contributions.

Reviewed By: RONA JOY M. PANGANIBAN
Accountant

Audited: _____
Auditor

Approved: GREGORIO P. FIGUEROA, JR.
VP for Operations and General Manager

Approved: _____
Board Member

(To be accomplished by Borrower and Co-Maker)

PROMISSORY NOTE

FOR VALUE RECEIVED, I/we, jointly and severally, promise to pay the **MERALCO EMPLOYEES MUTUAL AID AND BENEFITS ASSOCIATION, INC. (MEMABA)**, or order, at its office in Ortigas Avenue, Pasig City, the sum of _____ (P_____), Philippine Currency, with interest thereon at the rate of **__% per annum**, payable within _____ **months** in equal deductions and/or installments of P_____ semi – monthly or monthly beginning _____, 20____, plus service fees and other charges as such rates may be authorized by law or by the Insurance Commission.

I/We hereby authorize the cashier of the MERALCO and/or the cashier of _____ where I/we are employed/hired to make such deductions from my/our salary and to remit the same to MEMABA. In case of my/our resignation or termination from said company and subsequent employment by another company/employer, I/we hereby grant to MEMABA authority to inform my/our previous and/or new employer about the status of my/our account and seek its aid in the collection of any unpaid amount of my/our loan. For this purpose, my/our previous and/or subsequent employer and its cashier are irrevocably and specifically authorized to make such deduction/s from my/our salaries/wages and to remit the same to MEMABA; Provided, however, that this is without prejudice to the right of MEMABA, and in no manner to be construed as waiver by it of such right, to collect from me/us immediately and in full the total outstanding unpaid amount of my/our loan, as provided under the immediately succeeding paragraphs hereof.

I/We further agree to pay an additional interest of _____% per annum on any amounts from my/our monthly deductions that MEMABA may fail to collect due to insufficient payroll.

This note, or any outstanding balance thereof, shall immediately become due and payable, without notice or demand, upon occurrence of any of the following events: (a) in case of default in the payment of any of the installment/s; (b) my/our discharge, retirement, resignation, termination, suspension from the service of the aforesaid employer; (c) death of the borrower; and (d) voluntary withdrawal of the borrower from the Association.

Upon the maturity of this note, or occurrence of any of the events mentioned in the next preceding paragraph, any deposit or amount of money of whatever kind to my/our credit in MEMABA may, without notice and at the discretion of MEMABA, be applied to the full or partial payment of this note. I/We hereby irrevocably constitute and appoint MEMABA, or any of its officers, agents and employees, as my/our true and lawful attorney with full power and authority to sell, assign, transfer, dispose of, or otherwise deal with, in any manner, any and all property which I/we own or stand in my/our name and in the possession of MEMABA, under pertinent laws to enable MEMABA to obtain full satisfaction of its credit.

In the event of suit or in case this note is placed in the hands of an attorney for collection, I/we further agree to pay a sum of at least ten percent (10%) of the amount due hereon as attorney’s fees, in addition to litigation expenses and costs. Venue of all actions which may be brought under this note shall be in the courts of Pasig, Metro Manila.

I/We hereby grant authority to MEMABA to inform my/our employer about the status of my/our account and seek its aid in the collection of any unpaid amount thereof. I/We hereby authorize my/our employer and/or its cashier, in case of default in the payment of the installment/s, my/our death, retirement, resignation, termination, suspension from the service of my/our aforesaid employer, or upon my/our voluntary withdrawal from the Association, to deduct from whatever wages or cash benefits that are due me/us from my/our employer or from my/our estate the unpaid balance of my/our loan together with all unpaid interest, fees and other charges thereof and to remit the same to MEMABA. I/We hereby grant a similar authority to MEMABA to inform the Meralco Employees Savings and Loan Association, Inc. (MESALA) about the status of my/our account and seek its aid in the collection of any unpaid amount thereof, and for this purpose I/we hereby authorize MESALA and/or its cashier, upon occurrence of any of the events enumerated in this paragraph, to deduct from any deposit of whatever nature standing in my/our name or to my/our credit in MESALA and to remit the same to MEMABA.

Ortigas Avenue, Pasig City, _____, 20_____

BORROWER
SIGNATURE OVER PRINTED NAME
Man No. _____

CO-MAKER
SIGNATURE OVER PRINTED NAME
Man No. _____

AUTHORIZATION TO REPORT BASIC CREDIT DATA TO THE CREDIT INFORMATION CORPORATION (CIC) PER REPUBLIC ACT NO. 9510

I hereby authorize MEMABA to make regular submission and disclosure of my basic credit data, including any regular updates or correction thereof, to the CIC pursuant to R.A. No. 9510 or the Credit Information System Act (CISA) and its Implementing Rules and Regulation. My credit data may be shared by the CIC with other authorized lenders and other duly accredited credit reporting agencies for the purpose of establishing my creditworthiness.

DATE

SIGNATURE OF BORROWER