

*"We have been working towards
ensuring that this facility is made easily
accessible to all our
Travelling Public Officers"*



April 2007

LOANS MANAGEMENT



MINISTRY OF FINANCE
TREASURY DIVISION

Customer's Guide

TREASURY
DIVISION

TREASURY DIVISION

LOANS MANAGEMENT SECTION

VISION:

To be resourceful, efficient and client focused in the administration of Motor Vehicle Loans.

MISSION:

To deliver prompt and effective Loans Management Service to our clients in a customer oriented environment.

Dear Customer

In keeping with our vision of improving Customer Service, I am pleased to introduce the Customer's Guide which represents one of our many initiatives to achieving this goal.

The objectives of this booklet are to:

- Reduce the turnaround time it takes to process your loan(s).
- Assist you in providing complete and accurate documents from the under mentioned agencies for acceptance by the Treasury Division and the Chief State Solicitor's Department:

The Transport Division, Ministry of Works and Transport, Inland Revenue and Customs and Excise Divisions of the Ministry of Finance, Ministry of Trade and Industry, Insurance Companies and Motor Car Dealers.

We are confident that with the proper use of this booklet some of the more common causes for delays will be eliminated and thus help us improve our service to you.

This booklet and the application forms can be downloaded from our website at www.finance.gov.tt

Contact information: 623/2941 Ext. 4303, 4307 and 4308

Drive carefully!

Respectfully,



Roland Shepherd
Comptroller of Accounts

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GETTING STARTED

REQUIREMENTS FOR MOTOR VEHICLE LOANS

Your request for a Motor Vehicle loan (Purchase, Insurance and Repair) will require the completion of an application form with supporting documents in two (2) categories.

- Documents supporting your **eligibility** for these loans. Eligibility refers to your appointment (permanent temporary/ acting/contract) and the entitlement of your post. **Section 1 – pages 2...8**
- Documents in respect of the **transactions** relating to the cost and ownership of the motor vehicle. **Section 2 – pages 10...17**

Secondly, the completion of the application form by all parties concerned is necessary for prompt processing by the Treasury Division. These include:

The Applicant – Section A

The Head of the Human Resource Unit – Section B

The Head of the Accounting Unit – Section C

The Permanent Secretary/Head of Dept.- Sections D & E

As certain sections of the application are in the form of a **certification**, care must be taken to ensure the validity, correctness and accuracy of the information provided.

Finally, a checklist of the more common omissions is provided under the caption '**GETTING IT STRAIGHT**' at **page 23**