

APPLICATION FOR LOAN TOWARDS PURCHASE/INSURANCE OF MOTOR VEHICLE

SECTION A - Applicant

To: THE COMPTROLLER OF ACCOUNTS
TREASURY BUILDING

I hereby apply for a loan of

.....Dollars andCents towards:

(a) Purchase of Motor Vehicle Reg. No. \$.....

* This is my first Application for a Motor Vehicle Loan: Yes No

(b) Insurance of Motor Vehicle Reg. No. \$.....

(c) For Contract Officers only –I wish to defer a portion of my repayment against my Net contract Gratuity Yes No

I have/have not benefited from any rebate of Customs Duty on Exemption from payment of Motor Vehicle Tax during the past two (2) years.

Name of Applicant
(Block letters)

Signature of Applicant.....

Applicant's Contact Number.....

SECTION B – Human Resource Unit

Name of Applicant
(Surname) (Other Names)

Former Name
(Surname) (Other Names)

Date of Birth

Residential Address

Substantive Position

Ministry/Department

Division

Payroll Location.....

Acting Position.....

Ministry/Department

*Contract Period from :Start Date.....End Date.....

*(for contract officers only)

Income Tax File No.

N.I.S. No.

I.H.R.I.S. No.

H.R. Contact No.

.....
Name in Block Letters

.....
Head of Department

.....
Date

.....
Official Stamp

SECTION C – Accounting Unit

I certify that Mr./Mrs./Miss.....is/is not indebted to the Government of the Republic of Trinidad and Tobago in respect of previous Purchase/Insurance/Repair Loan as atas follows:-

Indebtedness: (a) Purchase Loan \$.....
(b) Insurance Loan \$.....
(c) Repair Loan... .. \$.....

Acctg. Unit Code

Sub-Acctg. Unit Code

Accounting Unit Contact No.

.....
Name in Block Letters

.....
Head of Accounting Unit

.....
Date

.....
Official Stamp

SECTION D – PERMANENT SECRETARY/HEAD OF DEPARTMENT

TO: THE COMPTROLLER OF ACCOUNTS,

I hereby certify that Mr./Mrs./Miss.....an officer/official holding the Permanent/Acting/Temporary appointment of a position which is (i) scheduled under the Travelling Allowances Regulations, (Authority.....) is eligible for a Motor Car loan to a maximum of \$ (ii) falls under the purview of the Salaries Review Commission is entitled to a Motor Vehicle Loan to a maximum of \$..... (iii) entitles the employee under his/her Terms and Conditions of Employment to a Motor Vehicle Purchase Loan to a maximum of \$..... Mr./Mrs./Miss.....will not be granted any 'No Pay Leave' unless arrangements are made with Comptroller of Accounts for the repayment of the loan.

.....
Head of Division

.....
Permanent Secretary/Head of Department

Date:

Date:

SECTION E

CERTIFICATE IN RESPECT OF OFFICERS ACTING/TEMPORARILY APPOINTED/ASSIGNED IN A POST WHICH IS INCLUDED UNDER PART 1 OF THE THIRD SCHEDULE TO THE TRAVELLING ALLOWANCES REGULATIONS (TO BE SIGNED PERSONALLY BY THE PERMANENT SECRETARY/HEAD OF DEPARTMENT)

I hereby certify that Mr./Mrs./Miss..... will be acting/temporarily employed/assigned (by mutation or otherwise) in the post of for a period of at least six (6) months from the date of this application.

.....
Head of Division

.....
Permanent Secretary/Head of Department

Date:

Date: