

Salary Loan Application Checklist – Individuals

Branch		Date of application	____/____/____		
Name of Applicant					
Account Number		Salesperson's PF Code			
Payment Mode	DAS <input type="checkbox"/> PCA <input type="checkbox"/> STA <input type="checkbox"/>				
Category	Areas to confirm		Yes	No	Comments
Application Form	<input type="checkbox"/> Application correctly and appropriately completed by the customer		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Terms & Conditions duly signed by the customer(s) and customer signature(s) witnessed by sales staff.		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Passport photo (of true likeness) for the applicant obtained and attached on the front page of the application form.		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Sales code captured and application duly signed by BM & BBM		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Financial Card No. obtained		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Alterations countersigned by customer		<input type="checkbox"/>	<input type="checkbox"/>	
Identification and Employment Details	<input type="checkbox"/> Original National ID (for Nationals) sighted and copy attached		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Original work ID sighted, and copy attached		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Affidavit seen for variation in customer Names & Date of Birth (Where Applicable)		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Copy of the employee contract or appointment attached		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Original letter of undertaking/comfort from employer attached		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Latest pay slip copy certified by the HR office or sales staff		<input type="checkbox"/>	<input type="checkbox"/>	
CRB	<input type="checkbox"/> CRB Report printed and attached		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Original bank statement (or certified copy) of 3 months for NTB		<input type="checkbox"/>	<input type="checkbox"/>	
Balance Transfers	<input type="checkbox"/> Loan account statements of 3 months for balance transfers		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Early Settlement fee quotation indicated?		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Formal customer request to settle or consolidate loan obligations?		<input type="checkbox"/>	<input type="checkbox"/>	
Key Facts Document:	<input type="checkbox"/> Duly signed respective KFD attached.		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Copy of the KFD given to the customer/applicant(s).		<input type="checkbox"/>	<input type="checkbox"/>	
Verification	<input type="checkbox"/> All documents on file stamped and signed off by the BBM/BM		<input type="checkbox"/>	<input type="checkbox"/>	
Collateral (Where required)	Type of security <input type="checkbox"/> Vehicle <input type="checkbox"/> Land <input type="checkbox"/> House/Building <input type="checkbox"/> Other _____				
	<input type="checkbox"/> Copy of Title/Lease/other security document attached		<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/> Valuation report obtained		<input type="checkbox"/>	<input type="checkbox"/>	
	Staff Names	Signature	Date		
Branch Sales Person			____/____/____		
BM/BBM			____/____/____		
Comments (If any):			Comments by: Name: _____ Role/Position: _____		
Quality Assurance Team's Comments (If any):			Comments by: Name: _____ Role/Position: _____		