



UPLB CREDIT AND DEVELOPMENT COOPERATIVE
 Kanluran Road, Sacay Grand Villas, College Laguna



**PRE-MEMBERSHIP
 EDUCATION SEMINAR**
Handout

Module 3: Loaning Facilities and Other Services

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TYPES OF LOAN SERVICES

Petty Cash Loan	15,000.00
Short Term Loan	30,000.00
Hospitalization Loan	24,000.00
Regular Loan I	500,000.00
Regular Loan II	60,000.00
Special Loan	1,000,000.00
Real Estate Loan	1,500,000.00
Housing Loan	6,000,000.00
Vehicle Loan I	1,800,000.00
Vehicle Loan II	300,000.00
ATM Loan	160,000.00
Memorial Lot Loan	360,000.00
Eternal Cash Package Life Plan Loan	360,000.00
Educational Loan	100,000.00

PETTY CASH LOAN (PCL)

Who may avail?	Member in good standing with at least P5, 000 Share Capital (SC)
Loan Ceiling	Equal to Share Capital not to exceed P15, 000
Interest Rate	None
Term of payment	2 months
Service Fee	0.50%/month (1% for two months)

SHORT TERM LOAN (STL)

Who may avail?	Has been a member of three (3) months and with P5, 000.00 share capital; Member on payroll deduction or under MOA
Loan Ceiling	P30, 000
Interest Rate	1.3%/month or 4.55% in 6 months on diminishing balance
Term of payment	6 months
Service Fee	1%
Renewal	Upon payment of at least 30% of loan
Retention	1% for Capital Build Up (CBU)
Co-Makers	Not required
Collateral	Sufficient net pay; Equal to Share Capital if loan is more than P10, 000.00
Documents needed	Pay Slip or certificate of net pay or payroll

HOSPITALIZATION LOAN

Who may avail?	Member for at least 3 months
Loan Ceiling	P36, 000
Interest Rate	1.3% per month diminishing balance
Term of payment	36 months (3 years)
Service Fee	1%
Co-Maker(s)	*UPLB employee (permanent status): 1 co-maker (UPLB employee, permanent status) *UPLB employee (non-permanent status): 2 co-makers (member under SD category) *Non-UPLB employee with MOA: 2 co-makers (member under SD category) *Personal Payment (employed or self-employed) 2 co-makers (members under SD + PP category)
Document(s) needed	Medical Certificate Hospital Bill/Medicine Receipt Patient: Spouse – Marriage Contract Patient: Parent – Birth Certificate of member Patient: Child – Birth Certificate of Child

REGULAR LOAN (NOT UNDER MOA) (PP)

Who may avail	Members under Personal Payment (PP) At least 3 months member With P5, 000 paid-up share capital
Loan Ceiling Options	1 st - 1 month salary/income + SC + Savings but not to exceed P30, 000 <i>or</i> 150% of SC + 100% Savings but not to exceed P50,000 2 nd – 1.5 months salary/income + SC + Savings but not to exceed P50, 000 <i>or</i> 200% of SC + 100% Savings but not to exceed P100, 000 3 rd – 2 months salary/income+ SC + 100% Savings but not to exceed P60,000 <i>or</i> 250% of SC + 100% Savings but not to exceed P175, 000 4 th -2 months salary/income+ SC + 100% Savings but not to exceed P75, 000 <i>or</i> 300% of SC + 100% Savings but not to exceed P320,000
Co-Maker(s)	2 co-makers (1 under MOA (SD) + 1 not under MOA (PP))
Documents needed	*Self-employed with monthly income of P5,000 & below: "Sinumpaang Salaysay"

Term of payment	36 months (3 years)
Interest Rate	1.3%/mo for loan = or < P50,000 1.5%/ mo for loan > P50,000
Service Fee	1%
Retention CBU	1.00% for CBU
Renewal	After three (3) months payment

*Self-employed with latest ITR; Other documents as maybe deemed necessary to prove capacity to pay

REGULAR LOAN I (MEMBERS UNDER MOA)

Who may avail?	Member for at least 3 months with P5, 000 min. Capital Shares Members under Salary Deduction (SD)
Loan Ceiling (2 Options)	*2x salary/income + SC + Savings but not to exceed P50, 000 *3x SC + Savings but not to exceed P320, 000
Term of payment	36 months (3 years)
Interest Rate	1.3%/mo for loan = or < P50, 000 1.5%/mo for loan > P50, 000 (diminishing balance)
Service Fee	1%
Retention	1% for CBU
Renewal	After three (3) months payment
Co-Maker(s)	*UPLB employee (permanent status): 1 co-maker (UPLB employee, permanent status) *UPLB employee (non-permanent status): 2 co-makers (member under SD category) *Non-UPLB employee with MOA: 2 co-makers (member under SD category)
Documents:	Pay slip or certification of net pay/Certificate of appointment

REGULAR LOAN II (UNDER MOA)

Who may avail?	Members under Salary Deduction (SD) (Except Non-UPLB member - employee under casual-regular appointment) At least 3 months old member with P5,000 paid up share
Loan Ceiling	P60,000
Term of payment	36 months (3 years)
Interest Rate	1.3%/mo for loan = or < P30,000 1.5%/mo for loan > P30,000
Service Fee	1%
Retention	1% for CBU
Renewal	Upon payment of 30% of loan
Collateral	Share Capital, Deposits
Co-Maker(s)	*UPLB employee (permanent status): 1 co-maker (UPLB employee, permanent status) *UPLB employee (non-permanent status): 2 co-makers (members under SD category) * Non-UPLB employee with MOA: 2 co-makers (members under SD category)

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SPECIAL LOAN

Who may avail?	Member for at least 1 year Members under Salary Deduction(SD) & Personal Payment (PP) Must have a paid-up share capital equal to 10% of the loan being applied	Service Fee	1%
		Retention	1% for CBU
		Co-Makers	2 co-makers member under Salary Deduction (SD)
Loan Ceiling	P1,000,000.000		
Interest Rate	1.3%/mo for P50,000 & below 1.5%/mo for P51,000-P300,000 1.67%/mo for P301,000-P600,000 1.8%/mo for P601,000- P1,000,000		
Term of payment	60 months (5 years)		
Collateral needed	For Payroll Deduction : Loan above P100,000 shall be collateralized For Self Employed - Loan shall be collateralized regardless of amount	Requirements Mayor's permit/Barangay Business Permit/ DTI Feasibility study Above P100,000 to 499,999 Audited FS Above 500,000 Comprehensive Feasibility study and audited FS for the last 3 years	

HOUSING LOAN

Who may avail?	Member for at least 1 year; No record of default of payment in previous loans Must have a paid-up share capital equivalent to 10% of the loan being applied
Loan Ceiling	P1,500,000
Interest Rate	8%/annum for P300,000 & below 9%/annum for >P300,001-P600,000 10%/annum for >P600,001-P900,000 11%/annum for >P900,001-P1,200,000 12%/annum >P1,200,001 and above
Term of payment	180 months (15 years)
Service Fee	1%
Retention	1% for CBU
Collateral needed	Torrens Title (70% of zonal valuation + 50% of the estimated value of the house) For Payroll Deduction - loan above P100,000 shall be collateralized For Self Employed - Loan shall be collateralized regardless of amount

<i>Loan Amount</i>	<i>Manner of release</i>	<i>Project Completion (%)</i>
P100,000 and below	Lumpsum	
P100,001 - P6M	1 st Release- 50% 2 nd Release- 30% 3 rd Release- 20%	Upon Approval 30% project completion 70% project completion

REAL ESTATE LOAN

Who may avail?	Member for at least 1 year; Has not been in default for two (2) months; Share capital is at least 10% of loanable amount
Loan Ceiling	P1,500,000

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Interest Rate	8%/annum for P300,000 & below 9%/annum for P30,001 - P600,000 10%/annum for P600,001 - P900,000 11%/annum for P900,001 - P1,200,000M 12%/annum for P1,200,001 - P1,500,000
Term of payment	180 months (15 years)
Service Fee	1%
Retention	1% for CBU
Collateral needed	Torrens Title (70% of assessed value)
Manner of release	Letter of guarantee upon approval 100% release upon transfer of title in the name of the applicant and mortgaged in favor of UPLBCDC.

COOPERATIVE HOUSING PROJECT LOAN

Who may avail?	Member for at least 1 year; No record of default of payment in previous loans
Loan Ceiling	P1,500,000
Interest Rate	8%/annum for P300,000 & below 9%/annum for P300,001 - P600,000 10%/annum for P600,001 - P900,000 11%/annum for P900,001 - P1,200,000M 12%/annum for P1,200,001 and above
Term of payment	180 months (15 years)
Service Fee	1%
Retention	No CBU
Collateral needed	Torrens Title
Manner of release	Progress billing (30-70) for house construction & lumpsum for lot purchase

VEHICLE LOAN I

Who may avail?	Member for at least 1 year; No record of default of payment in previous loans; Share Capital must be 10% of loan being applied for
Loan Ceiling	P1,800,000
Interest Rate	8%/annum for P300,000 & below 9%/annum for P300,001 - P600,000 10%/annum for P600,001 - P900,000 11%/annum for P900,001 - P1,200,000 12%/annum for P1,200,001M and above
Term of payment	60 months (5 years)
Service Fee	1%
Retention	1% for CBU
Collateral needed	OR/CR & original copy of Comp. Insurance with 20% member's equity (No equity for loans below P100,000.00)

VEHICLE LOAN II

Who may avail?	Member for at least 1 year; member should have the capacity to pay the monthly amortization of the loan; member should be under MOA; member should not be more than sixty five (65) years old at the time of the maturity of the loan
Loan Ceiling	P300,000
Interest Rate	8%/annum for P100,000 & below 10%/annum for >P100,001 - P200, 000 12%/annum > P200,001 - P300,000
Term of payment	60 months (5 years)
Service Fee	1%
Retention	1% for CBU
Requirements	Latest payslip; completely filled up application form; OR/CR of the vehicle; must be insured thru MRI; must undergo credit investigation LTO verification; deed of sale

ATM LOAN

Who may avail?	Must be a permanent or regular casual/ temporary employee covered by UPLBCDC MOA; Maturity of this loan must not be beyond 65 years old; Must have a share capital not lower 10% of the loan being applied
Loan Ceiling	Permanent Employee (under MOA) P160, 000.00 payable in five (5) years; Regular-casual/temporary employee (under MOA) P30, 000.00 payable in one (1) year
Interest Rate	27.75% diminishing balance
Service fee	1%
Filing fee	P30.00
Co-maker	1 co-maker under MOA

MEMORIAL LOT LOAN

Who may avail?	Member for at least 1 year with Share Capital of at least P10,000 & no record of default of payment of loan for 6 months
Loan Ceiling	P360,000
Interest Rate	1.3%/month - P50, 000 & below 1.5%/month - >P50,000
Term of payment	60 months (5 years)
Service Fee	1%
Retention	1% for CBU
Documents needed	Pay Slip Certificate of employment & compensation

ETERNAL CASH PACKAGE LIFE PLAN LOAN

Who may avail?	Member for at least 1 year with Share Capital of at least P10,000 & no record of default of payment of loan for 6 months
Loan Ceiling	P360,000
Interest Rate	None
Term of payment	60 months (5 years)
Service Fee	None
Retention	None
Documents needed	Payslip Certificate of employment & compensation For Self-employed: ITR for the last 2 yrs Completely filled-up application form Completely filled-up Eternal Life Plan application form with health declaration

EDUCATIONAL LOAN

Who may avail?	Member for at least 1 year; satisfied the requisite in 4 Cs (capacity to pay, character, collateral and circumstances) and in good standing
Loan Ceiling	P100,000 Equal to share capital
Interest Rate	1.0%
Term of payment	18 months
Service Fee	1%
Retention	1.0%
Documents needed	Proof of current enrollment/ assessment (bill of matriculation/ tuition fees issued by the school cashier, form 5, certification from school administration of the members enrollment, etc.)