

**UPLB Credit and Development Cooperative (UPLBCDC)**

Sacay Grand Villas, College, Laguna 4031

**LOAN APPLICATION FORM**

Date: \_\_\_\_\_

Type of Loan \_\_\_\_\_  New  Renewal

Passbook No. \_\_\_\_\_

Employed  Self-employed

Name : \_\_\_\_\_ Contact No.(s) \_\_\_\_\_

Complete Present Address: \_\_\_\_\_

Complete Office / Business Address: \_\_\_\_\_

Loan Purpose: \_\_\_\_\_

Collateral/Security offered: \_\_\_\_\_

**TERMS AND CONDITIONS**

I hereby apply for a loan of \_\_\_\_\_ pesos (P\_\_\_\_\_ ) payable in \_\_\_\_\_ (\_\_\_\_) months subject to the terms and conditions required by the UPLBCDC. I prefer the first payment to fall due on \_\_\_\_\_.

I hereby agree that the loan principal, interest and other charges due shall be payable in monthly amortization through salary deduction/personal payment. I hereby authorize the Treasurer/Cashier/Disbursing Officer / Paymaster of \_\_\_\_\_ (Name of Agency/Employer)

\_\_\_\_\_  
(Address of Agency/Employer)

to deduct from my salary the monthly dues in favor of the UPLBCDC in the sum of \_\_\_\_\_ pesos (P\_\_\_\_\_ ) until this loan including interest/fines/costs are fully paid in addition to my regular savings.

In case of my separation from service, I hereby authorize my agency/employer to deduct from the proceeds of my terminal pay any amount due and remit the same to the UPLBCDC.

I understand that in the event that my net take home pay is insufficient to pay the monthly amortization, it is my obligation to pay the deficiency directly to the UPLBCDC to update my account.

I certify that the information given and any or all statements made herein are true and correct to the best of my knowledge and belief. Further, I certify that my signature appearing herein is genuine and authentic.

\_\_\_\_\_  
Signature Over Printed Name of Maker

We, as the co-makers of this loan having read the policy, hereby authorize the Treasurer/Cashier/ Disbursing Officer/Paymaster of \_\_\_\_\_ to collect from our salary every payday/month or other benefits due us in favor of the UPLBCDC, the sum of \_\_\_\_\_ pesos (P \_\_\_\_\_ ) until this loan plus interest/fines/costs are fully paid in addition to our regular savings.

\_\_\_\_\_  
Signature Over Printed Name of Co-Maker

Passbook No. \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name of Co-Maker

Passbook No. \_\_\_\_\_

Amount : \_\_\_\_\_

Terms : \_\_\_\_\_

**Credit and Collection Committee**

We approved the loan application in the amount and terms as specified above.

**Loan Section**

Received/Checked by: \_\_\_\_\_

Date: \_\_\_\_\_

Verified by: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROMISSORY NOTE**

For value received, we jointly and severally promise to pay on due date to the order of the UPLB Credit and Development Cooperative (UPLBCDC), Sacay Grand Villas, College, Laguna the sum of \_\_\_\_\_ pesos (P \_\_\_\_\_) with interest rate of \_\_\_\_\_ % per month, payable in \_\_\_\_\_ (\_\_\_\_\_) months with monthly amortization of \_\_\_\_\_ pesos (P \_\_\_\_\_) until the amount of loan has been fully paid.

In case of one (1) month default in payment as herein agreed, the outstanding balance including fines of 2% per month shall be imposed. In case of six (6) months default, the loan shall become due and demandable, in which case the UPLBCDC is entitled to institute all administrative, civil and/or criminal actions before the proper bodies and tribunals to collect the unpaid obligation.

If UPLBCDC resorts to litigation, we hereby bind ourselves to pay jointly, and severally, the cost of litigation, attorney's fees, and other expenses incurred by UPLBCDC. The venue of any court action shall be the appropriate Municipal or Regional Trial Courts of the province of Laguna. Each party to this note whether as maker or co-maker, severally waives presentation of payment, demand, protest and notice of protest and dishonor of the same.

It is further agreed that in case payment shall not be made at maturity, we shall pay the cost of collection, and attorney's fees in an amount equal to twenty percent (20%) of the principal and interest due on this note but such charge in no event to be less than twenty pesos (P20.00).

In case of judicial execution of this obligation or any part of it, the maker waves all his rights under the provisions of Rule 3, Section 13 and Rule 39, Section 12 of the Revised Rules of Court.

**PLEDGE OF DEPOSITS AND SHARE CAPITAL**

We, the undersigned, hereby pledge all our deposits and share capital and succeeding deposits and payments on share capital which we now have or hereafter may have in the UPLBCDC as security for the loan in the amount of \_\_\_\_\_ pesos (P \_\_\_\_\_) executed by us payable to the UPLB CREDIT AND DEVELOPMENT COOPERATIVE (UPLBCDC).

This pledge is given to secure the payment of the above described loan and interest, fines, costs or expenses that may accrue thereon, and we hereby authorize the UPLBCDC to apply any or all such deposits and share capital and succeeding deposits and payments on share capital to the payment of the said loan and interest, fines, costs or expenses.

\_\_\_\_\_  
Signature Over Printed Name of Maker  
Passbook No. \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name of Co-Maker  
Passbook No. \_\_\_\_\_

\_\_\_\_\_  
Signature Over Printed Name of Co-Maker  
Passbook No. \_\_\_\_\_

**UPLB CREDIT AND DEVELOPMENT COOPERATIVE  
Sacay Grand Villas, College, Laguna**

**MEMBERSHIP DATA UPDATE\***

**NAME:** \_\_\_\_\_ **PASSBOOK NUMBER:** \_\_\_\_\_  
(First Name) (Middle Name) (Surname)

**BIRTHDATE:** \_\_\_\_\_ **CIVIL STATUS:**  Single  Married  Widow(er)  Separated  
Month/Day/Year

**NUMBER OF DEPENDENTS:** \_\_\_\_\_ **RELIGION:** \_\_\_\_\_

**HIGHEST EDUCATIONAL ATTAINMENT:** \_\_\_\_\_ **TIN:** \_\_\_\_\_

**OFFICE/BUSINESS NAME AND ADDRESS:** \_\_\_\_\_  
Tel. No.: \_\_\_\_\_

**IF EMPLOYED, Present Position:** \_\_\_\_\_ **Present Monthly Salary:** \_\_\_\_\_

**NATURE OF APPOINTMENT:**  Permanent or Regular  Temporary or Probationary  Casual or Contractual  Emergency

**IF BUSINESS, Nature of Business (Pls. Specify):** \_\_\_\_\_ **Present Monthly Income:** \_\_\_\_\_

**E-mail address:** \_\_\_\_\_ **Cell/Mobile Phone No.:** \_\_\_\_\_ **Fax No.:** \_\_\_\_\_

**PRESENT HOME ADDRESS:**  Owned  Rented  Living with Relatives Tel. No.: \_\_\_\_\_

(House No.) (Street) (Subd./Brgy.) (Town/City) (Province)

**PERMANENT HOME ADDRESS:**  Owned  Rented  Living with Relatives Tel. No.: \_\_\_\_\_

(House No.) (Street) (Subd./Brgy.) (Town/City) (Province)

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

\*In compliance with Cooperative Development Authority Memorandum Circular No. 2012-16 prescribing the minimum information to be maintained in the registry of members.

\*\* For the updating of legal beneficiaries, please visit the Administrative Services Section, UPLBCDC Main Office, Sacay Grand Villas, College, Laguna

\*\*\*PLEASE PROVIDE SKETCH OF RESIDENCE AT THE BACK OF THE PAGE