

GUARANTOR'S STATEMENT-I

Full Name: _____

 Address: _____

 Civil Status: _____ NIC No/DL/PP: _____
 Employer / Business: _____
 (Name & Address) _____
 Duration in above occupation (Yrs.) _____ Monthly Income (Rs.) _____
 Position: _____ Monthly Expenses (Rs.) _____
 Known to Borrower since (Year) _____
 Telephone: _____ (Office) _____ (Residence)

Particulars of assets owned

(Immovable Property, Deposits, Vehicles, Shares, Insurance Policies, Investments etc. owned by Guarantor and/or Guarantor's spouse)

Description	Value (Rs.)	Mortgaged (Rs.)

Particulars of Liabilities

Facility Type (Loans, Leases, Credit Cards) & Name of Lender	Security Given	Monthly Instalment	Outstanding (Amount & No. of instalments)

I confirm that the above information given by me is true and accurate.

I am aware that as a guarantor, I will be responsible for settlement of this loan in the event of default by the borrower.

Signature of Guarantor _____

Date _____

GUARANTOR'S STATEMENT-II

Full Name: _____

 Address: _____

 Civil Status: _____ NIC No/DL/PP: _____
 Employer / Business: _____
 (Name & Address) _____
 Duration in above occupation (Yrs.) _____ Monthly Income (Rs.) _____
 Position: _____ Monthly Expenses (Rs.) _____
 Known to Borrower since (Year) _____
 Telephone: _____ (Office) _____ (Residence)

Particulars of assets owned

(Immovable Property, Deposits, Vehicles, Shares, Insurance Policies, Investments etc. owned by Guarantor and/or Guarantor's spouse)

Description	Value (Rs.)	Mortgaged (Rs.)

Particulars of Liabilities

Facility Type (Loans, Leases, Credit Cards) & Name of Lender	Security Given	Monthly Instalment	Outstanding (Amount & No. of instalments)

I confirm that the above information given by me is true and accurate.

I am aware that as a guarantor, I will be responsible for settlement of this loan in the event of default by the borrower.

Signature of Guarantor _____

Date _____

LETTER FROM THE BORROWER'S EMPLOYER (FORMAT)

Date: _____

The Manager
 Hatton National Bank Ltd.

Dear Sir/Madam,

HNB PERSONAL LOAN TO: _____
 (Name of Employee - hereinafter referred to as "the borrower")

EPF No : _____

Employee No : _____

NIC No : _____

The borrower is employed by us in the permanent service since _____ and he/she is currently holding the position of _____

The borrower's monthly remuneration details are as follows.

Basic Salary Rs. _____

Fixed Allowances Rs. _____
 (Please specify)

Less:
 Deductions Rs. _____
 (Please specify)

Net salary Rs. _____

We confirm that the above information is true and accurate.

As requested by the borrower, we agree to remit the borrower's monthly salary/monthly instalment of the above loan to HNB on account of _____ (A/c No.) at your Branch commencing from _____ and shall not change this arrangement without prior consent of the Bank.

We also confirm that we will advise the Bank immediately, in the event the borrower,

- submits a notice of resignation,
- retires/leaves the organization,
- has his/her employment terminated by us.

We confirm that this agreement will continue to be in force until notified by your bank and changes to same will not be effected by us without prior consent from your Bank.

Yours faithfully,

 (Authorized signatory - on rubber stamp)

IMPORTANT

Documents/information you and the guarantors need to submit along with this application:

- Salary slip certified by your employer.
- A letter from your employer confirming employment details/salary/ deductions. Method of Remittance to HNB (Salary/monthly instalment - *Format for the borrower given in this application*)
- Copies of NIC/DL/Passport
- Bank Account statements for the past six (6) months.
- Copy of recent utility bill that confirms your residential address (Telephone/Electricity/Water etc.)
- Additional information from you to support the requirement of loan.

(Please note that the Bank will request for additional information if required)

FOR BANK USE ONLY

● Credit scoring:

● Satisfactory CRIB clearance obtained: Yes No
 (Applicant & Guarantors)

● Employment details verified: Yes No

● Undertaking obtained from employer for remittance of monthly salary/instalment: Yes No

● Date completed application & documents received by the Bank: _____

● Data entered by (Name & Date): _____

● Data verified by (Name & Date): _____

Special comments (if any)

APPLICATION APPROVED Yes No

Date: _____

HNB
Personal
LOANS

A loan, as personal as your needs

HNB Personal Loans help you buy your dream car, house, household goods or any compelling personal requirement you may have.

