



**CONTACT DETAILS RELATIVE**

Name

Address

Telephone Home  Office  Mobile

E-mail

Relationship

Name of employer

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Name

Address

Telephone Home  Office  Mobile

E-mail

Relationship

Name of employer

**EMPLOYMENT DETAILS - STUDENT (PRIMARY APPLICANT)**

Category – Salaried

Contract / Casual  Clerical  Skilled / Technical  Supervisory

Executive / Middle Management  Senior / Corporate Management

Director  Consultant  Professional

Category Self - employed

Proprietor  Partner  Professional  Freelance  Other

Designation

Name and address of employer

Employer's telephone number

Employment status  Permanent  Contract

Confirmed in employment  Yes  No

Length of service at current employment

If current employment is less than one year:

Previous employer

Address

Total length of service at current & previous employer / s (in months)

**EMPLOYMENT DETAILS - JOINT APPLICANT**

Category – Salaried

Contract / Casual  Clerical  Skilled / Technical  Supervisory

Executive / Middle Management  Senior / Corporate Management

Director  Consultant  Professional

Category Self - employed

Proprietor  Partner  Professional  Freelance  Other

Designation

Name and address of employer

Employer's telephone number

Employment status  Permanent  Contract

Confirmed in employment  Yes  No

Length of service at current employment

If current employment is less than one year:

Previous employer

Address

Total length of service at current & previous employer / s (in months)

**MONTHLY INCOME – PLEASE ATTACH RELEVANT DOCUMENTS**

Basic salary

Fixed allowances

Other allowances

Other income

Joint income (if applicable)

Total

**MONTHLY INCOME – PLEASE ATTACH RELEVANT DOCUMENTS**

Basic salary

Fixed allowances

Other allowances

Other income

Joint income (if applicable)

Total

**MONTHLY EXPENSES**

Household expenses

Rent

Insurance premiums

Other expenses

Total

**MONTHLY EXPENSES**

Household expenses

Rent

Insurance premiums

Other expenses

Total

**BANK ACCOUNTS**

| Name of Bank | Branch | Account No. | Account type | A/C since |
|--------------|--------|-------------|--------------|-----------|
|              |        |             |              |           |
|              |        |             |              |           |

**BANK ACCOUNTS**

| Name of Bank | Branch | Account No. | Account type | A/C since |
|--------------|--------|-------------|--------------|-----------|
|              |        |             |              |           |
|              |        |             |              |           |

**BANK BORROWINGS**

| Type | Bank | Amount / Limit | Loan instalment / Card since | Present outstanding |
|------|------|----------------|------------------------------|---------------------|
|      |      |                |                              |                     |
|      |      |                |                              |                     |
|      |      |                |                              |                     |

Are you an HNB card holder?  Yes  No

**BANK BORROWINGS**

| Type | Bank | Amount / Limit | Loan instalment / Card since | Present outstanding |
|------|------|----------------|------------------------------|---------------------|
|      |      |                |                              |                     |
|      |      |                |                              |                     |
|      |      |                |                              |                     |

Are you an HNB card holder?  Yes  No

**SECURITY DETAILS**

Security Offered Property  Vehicle  Cash  Personal Guarantee  Other

**ASSETS DETAILS**

Details of the assets owned by the Applicant/s  
Property

| Name of Owner | Location of Property | Extent | Market Value | Mortgaged Yes / No |
|---------------|----------------------|--------|--------------|--------------------|
|               |                      |        |              |                    |
|               |                      |        |              |                    |
|               |                      |        |              |                    |

Vehicle

| Name of Owner | Make & Model | Registration No. | Market Value | Mortgaged Leased / Hired |
|---------------|--------------|------------------|--------------|--------------------------|
|               |              |                  |              |                          |
|               |              |                  |              |                          |
|               |              |                  |              |                          |

**SHARES/ BONDS**

| Name of Company | No. of Shares | PAR Value | Market Value | Shareholder's Name |
|-----------------|---------------|-----------|--------------|--------------------|
|                 |               |           |              |                    |
|                 |               |           |              |                    |
|                 |               |           |              |                    |

**UNIVERSITY/INSTITUTE AND COURSE DETAILS**

Name of the University/Institute –

Academic programme/course –

Academic programme to be followed - Fully in Sri Lanka  Outside Sri Lanka  Both within and outside Sri Lanka

Total course fee –

Loan required for Laptop Yes  No  Amount of Lap Top (Rs.)

**DOCUMENTS TO BE SUBMITTED WITH THE APPLICATION**

|                                       |                          |   |                          |  |                          |
|---------------------------------------|--------------------------|---|--------------------------|--|--------------------------|
| Copy of NIC / Driving License         | <input type="checkbox"/> | Letter from employer confirming salary details and employment   | <input type="checkbox"/> | Salary assignment letter                         | <input type="checkbox"/> |
| Salary slip certified by the employer | <input type="checkbox"/> | Last six months bank statements   | <input type="checkbox"/> | Bank Account Details of the University/Institute | <input type="checkbox"/> |
| Billing proof (optional)              | <input type="checkbox"/> | Letter issued from the University/Institute confirming the course selected, total course fee and duration of the course | <input type="checkbox"/> | Quotation for laptop                             | <input type="checkbox"/> |
| Copy of Valid Visa                    | <input type="checkbox"/> | Financial Reports - Business Borrowers  | <input type="checkbox"/> |  |                          |

Please complete this application in full. Insufficient information may cause delay in processing your application. To expedite processing, please attach the above documentary evidence.

**TERMS AND CONDITIONS**

I/We agree to strictly abide by the following terms and conditions

- The Hatton National Bank PLC ("the Bank" or "HNB") shall have the right to review the approved loan facility from time to time and withdraw/cancel or recall the same or vary the terms and conditions relating thereto at any time in its sole and absolute discretion without prior notice to me/us.
- The proceeds of the said loan shall be credited to any account maintained by me/us at the Hatton National Bank PLC or any of its branches. I/We agree to open at least one current or savings account with the Bank for this purpose and to maintain such account/s subject to the rules applicable to such account/s, until such time the loan and interest and other monies payable thereon are paid and settled in full.
- I/We agree that the Loan will be disbursed semester wise according to the schedule of payment notified by the University/Institute. Loan proceeds for next semester will only be disbursed if sufficient proof is available to signify the completion of the previous semester.
- Interest shall be paid monthly at a rate to be determined by the Bank. I/We fully accept the monthly installment amount, the rate of interest and the repayment period given in the Letter of Offer, subject to and without prejudice to the Bank's right to vary such monthly installment amount, interest rate and the repayment period. It is specifically agreed that the Bank may at its discretion increase or decrease the applicable rate of interest depending on market conditions, the monthly installment amount and the repayment period. If the installments in repayment or principle and/or interest on the loan are not paid by me/us on the due dates the Bank shall be entitled to charge interest at a higher rate than the rate normally applicable. Any taxes applicable on the amount of the loan or any interest paid or payable, shall be paid by me/us.
- Subject to the operation of clauses 1 and 4 above, I/We shall repay the loan at the monthly installment amount set out in the aforesaid Letter of Offer. The first installment and/or interest payment shall be made on the date mentioned in the said Letter of Offer, with subsequent repayment being made on the corresponding date of every succeeding month. I/We agree that my/our choice of the repayment date will result in the first repayment being made on a date one month or less than one month from the date of first disbursement.
- In the event of the failure to repay the monthly installment/s amount/s together with the amount of interest on the said installment/s on the date mentioned in the Letter of Offer, I/We hereby irrevocably authorize the Bank without any notice to me/us to debit any of the current, savings or fixed deposit account/s maintained by me/us at the Bank at the sole discretion of the Bank with all amounts payable under or in respect of the loan even to the extent of creating an overdraft or increasing an existing overdraft limit.
- I/We also request the Bank to grant the loan and I/We agree to accept the loan for an amount less than the amount applied for by me/us and if the Bank is unable to grant the full amount applied by me/us due to any reason whatsoever. In such an event such loan of a lesser amount shall also be governed by the terms and conditions contained herein, without the need for any further request or acknowledgement by me/us.
- In any case where any other loan/s and/or credit facility/ies has/have been or is/are granted to me/us by the Bank, and default is made in the repayment of principal or interest due upon any such loan/s and/or credit facility/ies, the repayment of the approved loan shall be deemed to be in default even though in fact default may not have been made.
- All information regarding my/our trade business or occupation and financial condition will be furnished by me/us to the Bank, as and when required by the Bank.
- Any material change expected or experienced in my/our trade business or occupation shall be forth with notified by me/us to the Bank.
- Particulars of any litigation which may tend to affect my/our financial capacity and in which I/We may be involved shall be disclosed by me/us to the Bank whenever such eventuality occurs.
- The Bank is hereby irrevocably authorized by me/us without notice to me/us to combine the account of the above loan with all or any of my/our other accounts current, savings or deposits (term or demand) and to set off and appropriate any and all monies lying in my/our credit with the Bank or due owing or payable or which shall hereafter become due owing or payable to me/us by the Bank against any and all monies now due owing or payable or which may hereafter become due owing or payable by me/us to the Bank on account of loans, credits, advances or other pecuniary aid, assistance and banking facilities afforded to me/us in my/our individual capacity/ies or any other capacity whatsoever, whether solely or jointly with any other person or corporation. Such unfettered right and irrevocable authority hereby given by me/us to the Bank shall be exercised by the Bank even to the extent of dishonouring or refusing payment of Cheques, demands, or withdrawals, or other like documents drawn by me/us on any office of the Bank on or before the date of the exercise of such right or authority or even to the extent of closing any account in my/our name and I/We hereby undertake to indemnify the Bank against all claims or demands that may be made on the Bank consequent to such action of the Bank.
- The production in any Court of Law or before any Tribunal or body or statutory office of any statement, extract, writing or other documents showing monies owed by me/us as a result of the grant to me/us of the above loan and made out of the books or documents of the Bank and signed and certified by the Manager or Accountant of the Bank shall be deemed to be conclusive proof of the amounts of my/our liability to the Bank without any further documents or vouchers being produced by the Bank.
- If this document is signed by or on behalf of two or more persons, such persons shall be jointly and severally liable to the Bank for the amount of the said loan and interest and each of such person/s shall be liable as sole or principle debtor so long as any monies are due on account of the said loan interest.

15. The monies owed by me/us to the Bank in respect of the said loan and interest thereon shall be recoverable from me/us notwithstanding the Prescription Ordinance (Cap.68) and I/We shall not plead the Prescription Ordinance (Cap 68) as a bar to the Bank suing me/us for the recovery of the said monies.
16. All representations and statements made above and elsewhere and otherwise to the Bank or any of its officers by me/us in writing or otherwise are hereby warranted true and correct and intended to be acted upon by the Bank and shall form the basis of the contract resulting from the grant to me/us of the approved loan.
17. Hatton National Bank PLC may waive any of the above terms and conditions either unconditionally or on terms. Every such waiver by the Bank however shall be without prejudice to the rights of the Bank, which shall always remain exercisable as if such waiver had not been made, whenever the Bank thinks fit.
18. I/We do hereby irrevocably undertake that so long as I am/We are in employment of another person or entity of whatever nature I/We shall ensure that the salary and all other payments due to me/us from my/our employer/s is/are remitted to my/our account maintained with the Bank and for that purpose I/We hereby specifically undertake to give and execute a letter or request or other document that my/our said employer/s may require.
19. I/We agree that in the event of default by me/us the Bank may appoint a third party collection agent for the recovery of outstanding amount/s and I/We agree to pay all costs of such collection.
20. Early settlement/Part settlement will be accepted at a fee which will be decided by the Bank from time to time at its sole discretion.
21. I/We hereby authorize and consent to the Bank disclosing information relating to me/us and/or my/our transactions or account(s) with the Bank and/or any branch of the Bank for such purpose as the Bank in its sole discretion deem fit.
22. I/We confirm that the above information given by me/us is true and accurate.
23. I/We have not knowingly withheld any information that might affect credit risk. I/We agree to provide any further information and adhere to the terms and conditions stipulated by the Bank for the grant of the approved loan requested by me/us.
24. I/We confirm that the instruction given to my/our employer to remit my/our salary/loan installment will not be withdrawn until this loan is settled in full.
25. I/We confirm that I/We have read and understood the contents of this Loan Application Form and thereafter placed my/our signature/s hereto.

.....  
Signature of primary applicant

.....  
Signature of joint applicant

Date

**Witnesses:**

Signature : .....

Signature : .....

Name : .....

Name : .....

Address : .....

Address : .....

NIC No. : .....

NIC No. : .....

**FOR BANK USE ONLY**

|  | Applicant  | Joint Applicant                       |  |
|--|--|---------------------------------------|--|
| Salaried - Employed in Private firm              | <input type="checkbox"/>                                 | <input type="checkbox"/>              | Rate of interest during the grace period - <input type="text"/>  |
| Salaried - Employed in Government Institution    | <input type="checkbox"/>                                 | <input type="checkbox"/>              | Rate of interest after grace period - <input type="text"/>   |
| Salaried - Employed in Family Controlled Company | <input type="checkbox"/>                                 | <input type="checkbox"/>              | Total Tenure (months) - <input type="text"/>   |
| Professional Customer Segment                    | <input type="checkbox"/>                                 | <input type="checkbox"/>              | Grace Period (months) - <input type="text"/>   |
| Business Clients                                 | <input type="checkbox"/>                                 | <input type="checkbox"/>              | <b>Education Loan Category</b>   |
|  |  |                                       | Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/>  |
|  |  |                                       | Type 3 <input type="checkbox"/>  |
|  |  |                                       | Repayment method - Annuity <input type="checkbox"/> Linear <input type="checkbox"/>                            |
| Introduced by                                    |  |                                       |  |
| Name   | <input type="text"/>                                     |                                       |  |
| Staff EPF  | <input type="text"/>                                     | Other code                            | <input type="text"/>   |
| <b>Loan Originating System</b>                   |  |                                       |  |
| Promotion Code (University/Institute) -          | <input type="text"/>                                     |                                       |  |
| <b>Finacle</b>                                   |  |                                       |  |
| Free code 6 (Primary applicant) -                | <input type="text"/>                                     | Free code 11 (University/Institute) - | <input type="text"/>   |
| Free code 12 (Academic program/Course) -         | <input type="text"/>                                     |                                       |  |
| Branch   | <input type="text"/>                                     |                                       |  |
| Account No.                                      | <input type="text"/>                                     |                                       |  |
| Loan Account No.                                 | <input type="text"/>                                     |                                       |  |
| Date Created                                     | <input type="text"/>                                     | Documentary charges collected : Rs.   | <input type="text"/>   |
| CRIB clearance obtained:                         |  | Loan Protection cover obtained        |  |
| Applicant  | <input type="checkbox"/> Yes <input type="checkbox"/> No | HNBA                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/> |
| Joint Applicant                                  | <input type="checkbox"/> Yes <input type="checkbox"/> No | Guarantor I                           | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
|  |  | Guarantor II                          | <input type="checkbox"/> Yes <input type="checkbox"/> No   |
| .....  | EPF No.  | <input type="text"/>                  | <input type="text"/>   |
| Signature  |  |                                       | Date   |

Type 1 - Full time students who wish to pursue higher education in selected Local or Foreign (affiliated) Universities/ Institutes based in Sri - Lanka.

Type 2 - Applicants who are full time employed in companies or engaged in business and wish to pursue a Professional Qualification locally.

Type 3 - Full time students who wish to pursue higher studies in Foreign Universities or Institutes abroad.(Full or partial course is completed outside Sri - Lanka)