

# BORNEO HOUSING MORTGAGE FINANCE BERHAD

**(Company No. 025457-V)**

**Lot 13499-13501, Section 65, KTLD, Medan Hamizan, Jalan Tun Abdul Rahman Yaakub,**

**Petra Jaya, 93050 Kuching**

**P O Box 1019 93720 Kuching**

**Telephone No. 082 – 512888 Fax No. 082 – 512899**

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## ADDITIONAL HOUSING LOAN APPLICATION STATE GOVERNMENT OFFICERS

## 1. YOUR PARTICULARS

(A) Name: Mr/Mdm/Miss

[illegible]

(C) Date of birth: (DD/MM/YY): 

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(D) Race ☐ Malay ☐ Chinese ☐ Indian ☐ Others (\_\_\_\_\_)

(E) Marital Status      ☐ Married      ☐ Single      ☐ Others (\_\_\_\_\_)

(F) Residential Address

(G) (i) Telephone No. [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] (ii) H/Phone No. [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]

(iii) Fax No. \_\_\_\_\_ (iv) Email Address \_\_\_\_\_

## 2. EMPLOYMENT/OCCUPATION

(A) Department: \_\_\_\_\_

(B) (i) Appointment: \_\_\_\_\_ (ii) Date of 1<sup>st</sup> Appointment: \_\_\_\_\_

(C) (i) Pay No. \_\_\_\_\_ (ii) Salary Grade \_\_\_\_\_ (iii) Category \_\_\_\_\_

(iv) ☐ Pensionable ☐ Provident Fund ☐ JBC ☐ Contract ☐ Temporary

(D) Office Address

(E) Please Send All Correspondence to My ☐ Residence ☐ Office

(F) (i) Office Telephone No: 

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 (ii) Fax No: 

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### 3. FACILITIES APPLIED FOR

(A) (i) Additional loan applied for RM \_\_\_\_\_ (ii) Period of loan: \_\_\_\_\_ years

(B) Type of Loan      ☐ Single Loan                      ☐ Joint Loan (with spouse)

(C) Loan applied for ☐ Extension ☐ Renovations/Improvement

☐ Repairs ☐ Others

(D) Insurance cover ☐ Single Premium ☐ Life Insurance (to be assigned to Borneo Housing)

#### 4. SECURITY DETAILS FOR LOAN

(A) Please provide the following details of the property to be extended /renovated /improved/ repaired:

(i) Lot No. \_\_\_\_\_ (ii) Section/Block \_\_\_\_\_

(iii) District \_\_\_\_\_

(B) State how arrangements can be made for inspection of property:-

(i) \_\_\_\_\_

(ii) Phone No. to call:  (iii) Name of person to contact:- \_\_\_\_\_

(c) **Total estimated cost of extensions/renovations/improvements/repairs to the building:-**

\_\_\_\_\_

*(Please attach contractor's quotation or itemised costing of extensions/renovations/improvements/repairs/extra works.)*

#### 5. INCOME AND EXPENDITURE

(A) (i) Present Monthly Basic Salary \_\_\_\_\_ (ii) Fixed Allowances \_\_\_\_\_

(B) **Current deductions from your salary**

(i) Vehicle \_\_\_\_\_ (ii) Computer \_\_\_\_\_

(iii) Co-operative \_\_\_\_\_ (iv) Microwave \_\_\_\_\_

(v) Housing Loan \_\_\_\_\_ (vi) Others \_\_\_\_\_

#### 6. PREVIOUS SUBSIDISED HOUSING LOAN(S)

As you and/or your spouse have/has previously been approved loan(s) under a State Government/Statutory Authority subsidised housing loan scheme, please provide the following information:-

(A) First Loan ☐

(B) Second Loan ☐

(i) Account No. \_\_\_\_\_

(i) Account No. \_\_\_\_\_

(ii) Approval Date \_\_\_\_\_

(ii) Approval Date \_\_\_\_\_

(iii) Total Loan Approved \_\_\_\_\_

(iii) Total Loan Approved \_\_\_\_\_

(including Single Premium of RM \_\_\_\_\_ )

(including Single Premium of RM \_\_\_\_\_ )

(iv) Commencement date of monthly  
repayment \_\_\_\_\_

(iv) Commencement date of monthly  
repayment \_\_\_\_\_

(v) Has the loan been fully paid up? Yes ☐ No ☐  
If YES, please state:

(v) Has the loan been fully paid up? Yes ☐ No ☐  
If YES, please state:

(a) Date the loan was fully paid up \_\_\_\_\_

(a) Date the loan was fully paid up \_\_\_\_\_

(b) Amount paid on redemption \_\_\_\_\_

(b) Amount paid on redemption \_\_\_\_\_

(c) Whether property has been sold \* Yes ☐ No ☐ (c) Whether property has been sold \* Yes ☐ No ☐

**\* State Government Officers, who sold their properties within 5 years of acquisition, should attach Letters of Approval from the State Government approving their disposal of the properties, if financed under the scheme.**

## 7. PARTICULARS OF SPOUSE AND FAMILY

- (A) (i) Name of spouse \_\_\_\_\_
- (ii) Occupation \_\_\_\_\_ (iii) Net salary per month \_\_\_\_\_
- (iv) Name and Address of Employer \_\_\_\_\_
- \_\_\_\_\_
- (v) Office Tel. No  (vi) Fax No.
- (B) Number and ages of children \_\_\_\_\_

## 8. YOUR DECLARATION

I hereby declare that all the above information provided are correct and true and I agree that the information provided shall form the basis of any arrangements as to the loan advance (if any) approved by the Company to me.

I hereby declare that I am not an undischarged bankrupt.

I hereby agree that this application is made on the understanding that the loan approval is not guaranteed by the acceptance of the application by the Company and that the Company may reject the application without assigning any reason for doing so.

I hereby further agree that this application is to be considered by the Company under the terms and conditions of my Employer's Housing Loan Scheme, which I have read and agreed with. I have also complied with all the terms and conditions under my Employer's Housing Loan Scheme, and am eligible to submit this application under the said Scheme.

I, the undersigned do hereby give my consent to your Company to process my personal data.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

## 9. DOCUMENTS REQUIRED TO BE SUBMITTED BY YOU

- |    |   |                          |
|----|---|--------------------------|
| 1. | 2 certified true copies of Identity Card  | <input type="checkbox"/> |
| 2. | Certified true copy of latest salary slip   | <input type="checkbox"/> |
| 3. | Copy of spouse latest salary slip/Form J (if applicable)  | <input type="checkbox"/> |
| 4. | Contractor's quotation or itemised costing of renovations/extensions/improvements/repairs/extra works *including sketch plan  | <input type="checkbox"/> |
| 5. | Copy of approved plans (for proposed extension and renovations)   | <input type="checkbox"/> |
| 6. | Copy of Insurance Policy (if using life insurance)  |                          |
| 7. | Option form for retirement age of 56/58/60 years  | <input type="checkbox"/> |
| 8. | Payment for Bankruptcy search fee of RM50.00 per application (if search has not been initiated) covering bankruptcy searches on applicant(s). Please pay by cheque/money/postal order if application is submitted through the post. | <input type="checkbox"/> |

## 10.FOOTNOTES

1. Applicants are reminded that in addition to the monthly repayments to this Company, they are obliged to meet the usual periodic outlays payable by property owners, e.g. fire insurance premium, house assessment, land rent etc.
2. Attention is drawn to the importance of submitting proper plans, specifications and ensuring that they have been approved by the appropriate Local Authority before submission.
3. Applicants are advised that if they enter into a building contract or any other similar commitment before receiving written advice of the Company's final approval, they do so at their own risk.
4. Applicants are reminded to comply with all the applicable terms and conditions under their Employers' Housing Loan Schemes prior to submitting their housing loan applications.
5. The Surveyor's Report is confidential to the Company.

## CERTIFICATION BY HEAD OF DEPARTMENT

(Before completing this Certificate the Head of Department should ensure that all information have been properly provided by the applicant as required by State Financial Secretary's Circular Nos. 2/80, 2/81, 2/84, 3/97 and 5/13 and/or Employer's Housing Loan Scheme as well as the Employer's Guarantee Scheme, if applicable.)

NAME OF APPLICANT: \_\_\_\_\_

I hereby certify that I have examined the above application and I am satisfied that, to the best of my knowledge and belief, the above statements and information provided are correct, and that the applicant, on account of his/her duties now or in the future, has adequate grounds for owning the property in question, requires it for his/her own occupation and is likely to be so stationed that he/she will be in a position to occupy the property for a reasonable period of time.

I hereby further certify that the applicant: -

- ☐ has been confirmed on permanent establishment on \_\_\_\_\_\* and has been emplaced on pensionable terms on \_\_\_\_\_\*
- ☐ has been confirmed on permanent establishment on \_\_\_\_\_\* and will be emplaced on pension;
- ☐ has been confirmed on permanent establishment on \_\_\_\_\_\* and has opted to contribute to EPF;
- ☐ is a Contract Officer; (for verification, a copy of the terms of Contract is enclosed);
- ☐ is a Temporary Officer (for verification, a copy of "Engagement Notice" is enclosed);
- ☐ Jawatan Berasas Caruman (for verification, a copy of "Letter of Appointment is enclosed)

[Please TICK (✓) the relevant box.]

I recommend this housing loan application for approval.

\_\_\_\_\_  
HEAD OF DEPARTMENT/AUTHORISED SIGNATORY

\_\_\_\_\_  
OFFICIAL CHOP

NAME OF SIGNATORY: \_\_\_\_\_\*

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

**\* Please note that these details must be completed before this housing loan application can be processed.**