

# **APPLICATION FOR PF LOAN / NRW**

To

**The Trustees,  
THE ANDHRA BANK EMPLOYEES' PROVIDENT FUND**  
5-9-11, Secretariat Road, Pattabhi Bhavan,  
Head Office, Saifabad, Hyderabad.

I request you to grant me a loan (Fresh/Renewal) / Non-refundable withdrawal against my contribution to the Provident Fund as I have to:

1. Pay expenses incurred in connection with the illness of self or member/s or my family.
2. To meet the expenses in connection with the religious ceremony.
3. Pay expenses in connection with the marriage of dependent @ (Daughter/Sister).
4. Meet the expenditure on my Building/Purchasing a house / house site (subject to the rules of the fund).
5. Pay premia on Policies of Insurance on the life of self/my wife (subject to the rules of the fund).

**Name:** (Where Salary Being Credited)  
Branch Code No.

**Staff Code No:** Branch/Office

**Designation:** Zone Code No.

**Basic+FPA+PQA** SB / COD A/c No.

**Spl. Allowance:** Date of Joining:  
(P.F. Ranking)

**Amount of Loan Required:** (After Adjusting Previous Loan if any)

**Purpose:**

I authorise you to adjust the amount of loan balance outstanding, if any, on the earlier loan from the proceeds of new loan to be sanctioned. I enclose herewith the copy of Salary Slip, Sale Agreement / latest estimate given by Civil Engineer for the works to be undertaken by me towards construction. (If the Loan/NRW is for purchase of a Flat Sale agreement from the Vendor & Builder on duly stamped paper at the rate prevailing at that State to be submitted). I confirm that I have completed 10 years of service and am eligible for Non-refundable Withdrawal as per the existing guidelines. This is my 1st /2nd NRW, date of 1st withdrawal being \_\_\_\_\_.

(Signature of the Applicant)

Recommendations of the Manager / Chief Officer

Branch / Dept. Seal

MANAGER / CHIEF OFFICER

## **INSTRUCTIONS**

Provident Fund Loans are sanctioned for the following purposes:

- 1) To pay expenses incurred in connection with the illness of self or member of employee's family. The loan amount sanctioned for this purpose is to be repaid in 24 monthly installments.
- 2) To pay expenses incurred in connection with the religious ceremony repayable in 48 monthly installments.
- 3) To pay expenses incurred in connection with the marriage of Self/daughter/dependent sister (Declaration should be signed). The Loan sanctioned for this purpose is not renewable till its closure i.e. 48 monthly installments.
- 4) To meet the expenditure for purchasing a house site/house/flat/ to improve / alter / make additions to the existing house. A copy of sale agreement or estimate for the expenditure issued by Civil Engineer (as the case may be) should be enclosed.
- 5) To pay premia on Life Insurance Policies of self/spouse (subject to the rules of the fund) Documentary proof required.
- 6) Sl. No. 1 to 3 shall be sanctioned to the extent of 6 basics or the balance of Individual Contribution account of the employee whichever is less.
- 7) Sl. No. 4 shall be sanctioned as per the estimation issued by Civil Engineer or the balance outstanding in individual Contribution of the employee, whichever is less.
- 8) Sl. No. 5 shall be sanctioned to the extent of Demand Notice from LIC.
- 9) The loan sanctioned for the purposes other than marriage purpose is renewable on payment of EIGHT monthly installments and also the time gap should be NINE months from the sanction of the previous loan.
- 10) The loans for housing purpose can be considered to the extent of his/her contribution or the amount of agreement / estimate, whichever is less. If it is for NRW, mention the dates of 1st NRW, if availed already, NRWs are allowed only 2 times in the entire service of the employee. The 1st one on completion of 10 years of service and the 2nd one will be after 5 years from sanction of 1st NRW.

**NOTE:** NRW is sanctioned exclusively for housing purpose with the exception of acute medical cases like Bi-pass surgery; Kidney transplantation. No NRW will be sanctioned where works are completed or on executed sale deeds. Adequate stamp duty on sale agreement is to be verified while applying for NRW/PF Housing Loan.

### **[DECLARATION FOR MARRIAGE LOAN]**

- (a) I hereby declare that I am getting married on \_\_\_\_\_ at \_\_\_\_\_
- (b) I hereby declare that I am performing the marriage of my daughter / dependent sister, who solely depends on me, on \_\_\_\_\_ at \_\_\_\_\_.

**(Signature of the Employee)**

**CERTIFIED: MANAGER/CHIEF OFFICER**

### **DECLARATION FOR MAXIMUM LOAN OR NON-REFUNDABLE WITHDRAWAL**

I hereby declare that the amount withdrawn from P.F. accumulation would be utilized for

I. Purchase of house site in my name in S. No. \_\_\_\_\_ at \_\_\_\_\_

II. Purchase of house / flat in my name bearing No. \_\_\_\_\_ at \_\_\_\_\_

III. Construction of house in my name at \_\_\_\_\_ at \_\_\_\_\_

IV. Additions alterations and improvements for my house bearing no. \_\_\_\_\_ at \_\_\_\_\_

(Copy of latest estimation / agreement enclosed)

**(Signature of the Employee)**