



DAVAO B.I.R. EMPLOYEES MULTIPURPOSE COOPERATIVE

DPD Bldg. BIR Compound, Bolton Ext., Davao City
Contact Number: 224-1526 / 225-6246

LOAN APPLICATION FORM

LA No. _____

Date _____

Last Name			First Name			Middle Initial		
Address								
Contact Number			Birthdate			Age		
Employment History								
Date Hired in BIR			No. of years in Service			Place of Assignment		

APPLICATION AGREEMENT & PROMISSORY NOTE

I hereby apply for a loan at DABIREMCO that are in accordance with the Credit Policy of the cooperative. I understand that mandatory deductions shall be deducted from my loan. Details as follows:

Loan Product _____ Amount _____ Terms _____ (months)

My failure to pay on my monthly amortization makes me liable to pay penalty of 1% on a monthly basis on the amount due. Therefore, in the event that I fail to pay at least (6) installments, the whole obligation shall become due and demandable and the case shall be forwarded to the Conciliation and Mediation Committee for appropriate action.

I am also aware that the cooperative will claim the borrower's benefits (dividends, share capital and other receivables) as payment for any loan balance in case of default.

MODE OF PAYMENT

- ☐ I hereby authorized the Chief, AHRMD, RR 19 to deduct from my **salary or bonus** the installment payment due until the full amount of loan is fully paid.
- ☐ Post-dated Checks (PDC's) for Non-active BIR personnel. In case of default, polices under Section 7. No. 2 Postdated Checks of the Credit Policy will apply.

Signature of Borrower Over Printed Name

We, as Co-Makers, agree to commit to the terms and conditions stated in the Section 4 of the Credit Policy of DABIREMCO. Therefore, together with the borrower, we commit to be held jointly liable in case of default in payment.

Signature Over Printed Name Co-Maker 1		Signature Over Printed Name Co-Maker 2		Signature Over Printed Name Co-Maker 3	
Office :	_____	Office :	_____	Office :	_____
Basic Salary:	_____	Basic Salary:	_____	Basic Salary:	_____
NTHP:	_____	NTHP:	_____	NTHP:	_____

DATA PRIVACY NOTICE:
The DABIREMCO adheres to the principles of Data Privacy Act of 2012 (Republic Act 10173) to ensure appropriate privacy and security safeguards. DABIREMCO is committed to protect the information herein provided.

Requirements: -Pay slip of Borrower and Co- Maker/s -Collateral (if applicable) -computer quote -hospital bills -others	NET TAKE	Month _____	Notes: (With loan application)
	HOME PAY	Basic Salary _____	GSIS/HDMF _____
		Net Salary _____	GSIS/HDMF _____
		(excluding PERA)	GSIS/HDMF _____
	_____		GSIS/HDMF _____
	Payroll In-Charge		

MEMBER’S ACCOUNT INFORMATION / TO BE FILLED-UP BY DABIREMCO

ACCOUNTING OFFICE	CREDIT COMMITTEE
Share Capital: _____	
Loan Balances:	Loan Amount _____
1.) Salary Loan _____	Less:
2.) Emergency Loan _____	Service Fee _____
3.) Promo Loan _____	Retention Fee _____
4.) Bonus Loan _____	Min. Share Cap. _____
5.) Consolidated Loan _____	Insurance Fee _____
6.) Compliance Loan _____	Previous Bal. _____
7.) Interest/Penalty _____	Adv. Interest _____
8.) Others _____	Net Loan Amount =====
<i>To be deducted in current loan application:</i>	
Interest : _____	CREDIT COMMITTEE:
Penalty : _____	☐ APPROVED ☐ DISAPPROVED
Verified Correct: _____	
Accounting	Credit Committee Credit Committee

BOARD OF DIRECTORS:

BOARD of Director BOARD of Director BOARD of Director BOARD of Director

Voucher #:		Check #:		Date:		Released By:	
------------	--	----------	--	-------	--	--------------	--

Note: This form is to be accomplished in two (2) copies. Original- Accounting Duplicate- Member-Borrower

DATA PRIVACY NOTICE:
The DABIREMCO adheres to the principles of Data Privacy Act of 2012 (Republic Act 10173) to ensure appropriate privacy and security safeguards. DABIREMCO is committed to protect the information herein provided.