

HUMAN RESOURCES FORMS

LOAD APPLICATION FORM

Format No. _____ Doc. No. : _____
 Rev. No. _____ Rev. Date: _____

Employee Code	Employee Name	Department	Designation	Date of Join
Loan Details:				<u>Requested Amount</u>
Loan Type	No. of Installments	Mode of Payment	Loan Required Date	
Purpose of Loan				
<input type="checkbox"/> Home Renovation / Home improvement <input type="checkbox"/> Investments <input type="checkbox"/> Education Purpose <input type="checkbox"/> Children's education		<input type="checkbox"/> Medical / Hospital Expenses <input type="checkbox"/> For any Social event <input type="checkbox"/> Purchase of Equipment / Car or others <input type="checkbox"/> Marriage / Marriage in family		
Any other reasons pleased specify				
<u>Enclosed Nos. of document list along with Application</u> 1. 2. 3. 4.				
Outstanding loan, if any please describe details:				Employee Sign.
<u>Loan Approved / Rejected</u>	Department Manager Sign.		Approved By & Sign.	