

## **The Mercantile Service Provident Society**

**NOTE TO APPLICANT** - Applicants must ensure that all requirements are met and the required documents are submitted to the Society when applying for a Housing Loan.

### **Instructions for Construction of House/Flat and Extension to Existing House**

1. **Original Title Deeds:** Attach the Original Title Deeds of the property specified in the Application Form.
2. **Mortgage Confirmation Letter:** If the property is mortgaged to a Lending Institution approved by the Society, furnish a letter from that institution confirming the mortgage.
3. **Attorney/Notary Certificate:** Furnish a certificate from an Attorney-at-Law or Notary Public confirming:
  - Ownership of the property
  - Whether the property is free from encumbrances
  - Whether the land is properly divided and defined
4. **Local Authority Letter:** If within municipality, Urban Council, Town Council or Provincial Council, the Building Plan duly approved by the Local Authority. If the Local Authority does not have to approve building plans, a letter from the Chairman of the Local Authority of this effect is necessary.
5. **Cost Estimate (BOQ):** Submit the detailed Estimate of Costs (Bill of Quantities – BOQ).
6. **Bank Account details verification document:** Provide proof of Bank Account details (Bank name, Branch name & Account Number) for verification  
ex: Bank passbook copy, Bank Statement, etc...

**The Mercantile Service Provident Society****To Be Completed by Employer**

The Secretary,  
The Mercantile Service Provident Society,  
212, De Saram Place,  
Colombo 10.

Dear Sir,

We do hereby certify that Mr./ Mrs./ Miss. \_\_\_\_\_

\_\_\_\_\_ Membership No. \_\_\_\_\_  
is employed by us and we undertake to deduct towards repayment of monies that may be due and outstanding in respect of any loan granted by your Society such amounts as your Committee may from time to time direct together with interest on such loans and we engage, to remit such amounts monthly to your Society along with the contributions due in respect of the above employee.

**Loan Repayment Deduction Limit:**

In accordance with Section 19 and Regulation 17 of the Shop and Office Employees (Regulation of Employment and Remuneration) Act, deductions for loan repayment, including both capital and interest, should not exceed Rs. \_\_\_\_\_

Yours faithfully,

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

\_\_\_\_\_  
Company Rubber Stamp & Signature of Employer

**FOR OFFICE USE ONLY**

**Amount Applied:** Rs. \_\_\_\_\_

**Amount Granted:** Rs. \_\_\_\_\_

**Loan Grant Condition:**

Confirm whether the loan is to be granted with 75% of the joint balance as at 31st December 20 \_\_\_\_

**Remarks and Observations**

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# **The Mercantile Service Provident Society**

## **Application for Housing Loan – Construction of House / Flat or Extension to Existing House**

(All columns should be completed)

1. Full Name (IN BLOCK CAPITALS) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
2. Membership Number \_\_\_\_\_
3. Present Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Contact Number \_\_\_\_\_ 5. NIC Number \_\_\_\_\_
6. Name of Employer \_\_\_\_\_
7. Proposed monthly repayment of Capital exclusive of Interest: Rs. \_\_\_\_\_  
 (A multiple of Rs. 100/=) (Including previous Loan)
8. Loan Amount Requested (in figures) Rs. \_\_\_\_\_  
 (in words) \_\_\_\_\_
9. Name of Land and House of flat situation and extent. \_\_\_\_\_  
 If Urban property the Assessment Number and Street name. \_\_\_\_\_
10. (1) (a) Do you own the site absolutely \_\_\_\_\_  
       (b) Do you own the site jointly with your spouse \_\_\_\_\_  
       (c) Does your spouse own the site absolutely \_\_\_\_\_  
       (d) Is the site in any way encumbered \_\_\_\_\_  
       (2) Annex Certificate from a Notary Public as \_\_\_\_\_  
           evidence of matters stated in (a) (b) (c) (d) above  
       (3) Furnish the prints (if any) of proposed \_\_\_\_\_  
           construction with evidence of approval \_\_\_\_\_  
           (Where necessary) by relevant Local Authority  
       (4) State estimated Building Costs Rs. \_\_\_\_\_  
       (5) Furnish Title Deeds \_\_\_\_\_

11. Have you obtained loans from the Society earlier? ☐ Yes ☐ No

i. If yes, please provide details:

a) Over 50 Years Loan (under Rule 40(i)): Rs. ....

b) Housing Loan (under Rule 40(ii)): Rs. ....

12. Member's Bank Details :- (Please submit proof of your bank account details.)

- Bank : .....
- Branch : .....
- Branch Code : .....
- Account No. : .....

I hereby declare that the above statements are true and accurate to the best of my belief, knowledge and information and I do hereby agree for myself, my heirs, executors, administrators and nominee or nominees, to be bound by the Rules and Regulations for the time being and from time to time governing the Mercantile Service Provident Society, and as such terms and conditions, as the Committee may at any time impose in respect of this application or any loan granted to me in consequence thereof. I further agree to meet all expenses both legal and otherwise which may be incurred in connection with this application and at no time make any claim from the Society for such expenses, and I expressly undertake, I submit within 18 months of the loan being granted a letter of conformity from the local authority of the area, in which the house / flat is situated and if the building is in an area where the local authority does not have to approve building plans, a letter from the Grama Sevaka confirming that the building has been completed.

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**Date**

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**Signature of Applicant**

I have explained the relevant provisions of the Rules and consequences of non-compliance thereof to Mr./ Mrs./ Miss.

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**Date**

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**Signature of Attorney-at-law**