

**GOVERNMENT OF JAMAICA
MOTOR VEHICLE LOAN APPLICATION FORM**

SECTION A: FOR APPLICANT USE ONLY

1. NAME _____ TRN _____
2. Ministry/Department _____ Applicant's Tel. No. _____
3. Substantive Post (TITLE & GRADE) _____ Email: _____
- 3A. ON PROBATION: Yes No Copies of Appointment Letter for the Substantive Post Attached Yes No
4. Salary per annum \$ _____ 4A. Allowance attached to the Post: Fixed Full Upkeep Commuted
- 4B. Area of Travelling (Parishes) _____ 4C. Average monthly mileage of duty _____ km

ACCESS TO LOAN SCHEME

5. Type of Vehicle to be purchased: *NEW (Model of Current or Next Calendar Year) USED (**Model not more than 5 Years Old**)
* **If vehicle in possession for one year or more, it will be classified as used**
6. Granted a Motor Vehicle Loan (Purchase) prior to current application: Yes No 6A. Amount & Date of last Loan _____
- 6B. Make and Age of Present Model _____
- 6C. Value of Present Unit by Supervisor, Island Traffic and Transport Authority \$ _____ Date of Valuation _____
- 6D. Estimate Cost of Repairs of Present Unit recommended by Supervisor, Island Traffic and Transport Authority \$ _____

INDEBTEDNESS TO THE GOVERNMENT OF JAMAICA

7. Kindly place a tick in the appropriate box and complete statements

	Monthly Repayment	Outstanding Balance		Monthly Repayment	Outstanding Balance
Computer Loan	<input type="checkbox"/> \$ _____	\$ _____	Miscellaneous Loan	<input type="checkbox"/> \$ _____	\$ _____
Motor Vehicle Repair Loan	<input type="checkbox"/> \$ _____	\$ _____	Salary Advance	<input type="checkbox"/> \$ _____	\$ _____
Motor Vehicle Insurance Loan	<input type="checkbox"/> \$ _____	\$ _____	Tertiary Education Loan	<input type="checkbox"/> \$ _____	\$ _____

CONTACT INFORMATION

8. HOME ADDRESS _____
- 8a. Telephone Numbers: _____ (Home) _____ (Office) _____ (Mobile)

Signature _____ Date _____

SECTION B: FOR PERMANENT SECRETARY / HEAD OF DEPARTMENT USE ONLY

9. Recommended by Permanent Secretary/Head of Department (Kindly strike out the title which is not applicable) Yes No

Signature of the Permanent Secretary / Head of Department _____ Date _____
(Kindly strike out the title which is not applicable)

SECTION C: FOR TREASURY USE ONLY

- Deputy Accountant General
Treasury and Deposits _____ Treasury PF/ _____
10. No. of Previous Loans _____ 11. Balance Outstanding on Loan \$ _____ at _____
12. Items 4A, 6A & B checked: Yes No 10 – 12 Checked _____ Verified _____
13. RECOMMENDATIONS: 13A. Loans \$ _____ 13B. Repayment Period _____ (Months) FOR NEW CAR USED CAR
14. SURETIES: 1) _____ 2) _____
15. COMMENTS _____
- Signature _____ Date _____

SECTION D: FOR ACCOUNTANT GENERAL USE ONLY

16. A loan not exceeding \$ _____ is approved as above, subject to the usual terms and conditions in force
17. COMMENTS _____

INSTRUCTIONS FOR THE COMPLETION OF THE MOTOR VEHICLE LOAN APPLICATION FORM

1. This form is to be used by Travelling Officers who are permanently appointed in Central Government and have successfully served the requisite probationary period

Purchasing new and used motor vehicles to be used in the performance of official duties:

- i. **New** motor vehicles refer to models of the current or following calendar year of loan approval. For example: for 2010, the **2010 or 2011** models. However, if vehicle in possession for year or more, then it will be classified as used.
- ii. **Used** motor vehicles refer to models **not** more than five (5) years old relative to calendar year of loan approval. For example: for 2010, (2005 – 2009 are considered as used).
- iii. Complete the application in **DUPLICATE**, i.e. two (2) sheets per application, for motor vehicle loans for purchase.

Motor vehicle repairs, which are granted to traveling officers whose motor vehicles are not more than ten (10) years old and have been deemed to be in need of repair by the Island Traffic Authority based on examinations as well as detailed estimates provided by the officers.

- i. When applying for motor vehicle repair loans, this form should be accompanied by the standard Examination of Motor Vehicles (Government Officers) Form duly completed by Supervisor, Island Traffic Authority as well as estimate of repairs.
- ii. Particular attention must be given to items 6C and 6D for the purpose of this loan.
- iii. Authority has been delegated to line ministries to grant loans up to One Hundred Thousand Dollars (\$100,000.00) to officers. However, applications for loans of more than the amount mentioned above should be submitted for approval, through the respective Human Resources Management (HRM) or Personnel Departments, to the Strategic Human Resource Management Division, Ministry of Finance and the Public Service.
- iv. These loans are not intended for cosmetic or routine maintenance purposes, and will not be granted for servicing motor vehicles, replacement of tyres, point plugs, etc.
- v. Complete a single sheet **ONLY** when applying for loans to assist with repairs

2. All sections of the form should be completed in block letters (i.e. FULL CAPS) by the respective officers, with the appropriate accompanying/supporting documents attached. Section A is to be completed **BY THE APPLICANT**:

- In **DUPLICATE** for loans to purchase motor vehicles
- **SINGLE FORM** for repair loans.

Sections B, C and D should be completed by the respective officers indicated.

3. Applicants should ensure that all attachments are submitted. Attachments include:

For loans to PURCHASE motor vehicles

- Copy of appointment letter to substantive post. Only the substantive post should be entered at item 3.
- Copies of pay slips for last three months, relative to the date of the application
- Proforma Invoice, bearing both engine and chassis numbers for the vehicle. If dealers are used to import the vehicle, their GCT number should be reflected on the invoice.

For loans to REPAIR motor vehicles

- Completed standard Examination of Motor Vehicles (Government Officers) Form

4. Applicants and officers in their Human Resources Management (HRM) or Personnel Departments should make every effort to ensure that applications are duly completed as required, including affixing of signatures and attachments with the endorsement of Permanent Secretaries or Heads of Departments.