



EASTERN REFINERY PLC.
CHITTAGONG

APPLICATION FORM FOR HOUSE BUILDING LOAN OF
STAFF-WORKERS FOR THE YEAR:

New Applicant

2nd Time Applicant

A) PARTICULARS OF THE APPLICANT

- 1) Full name (in capital letters) : _____
- 2) Father's / Husband's name : _____
- 3) Permanent address : Vill. _____
: P.O. _____
: P.S. _____
: Dist. _____
- 4) Present address : _____
: _____
: _____
- 5) Marital status : _____
- 6) Date of birth : _____
- 7) Date of joining at ER PLC. : _____
- 8) Present designation : _____
- 9) Present basic salary : _____

B) PURPOSE OF LOAN (Please put a ✓)

- 1) Purchase of land for construction of building/construction of new building:
- 2) Purchase of readymade building:
- 3) Reconstruction of existing building:

C) NO OF INSTALLMENT TO DISBURSE THE LOAN (Please put a ✓) (ONLY FOR NEW APPLICANT)

- a. 60 Installments
- b. 84 Installments
- c. 120 Installments

D) DESCRIPTION AND LOCATION OF THE LAND/BUILDING

- 1) District : _____
2) P.S. : _____
3) Mouza : _____
4) J.L. No. : _____
5) R.S. Khatian No. : _____
6) R.S. Plot No. : _____

Corresponding

- 7) P.S./B.S. Khatian No. : _____
8) P.S./B.S. Plot No. : _____
9) D.P. Khatian No. : _____
10) Plot No. : _____
11) Area (Quantity of land) : _____
12) Nature and character of Land: _____

I hereby declare that all the informations furnished by me herein above are true to my knowledge and I agree to abide by the terms and conditions of ER PLC House Building Loan Scheme.

Date: _____

Signature of the Applicant
Salary Code #

PARTICULARS TO BE FURNISHED BY THE PERSONNEL DEPARTMENT

- 1) Name of the applicant : _____
2) Date of joining at ER PLC. : _____
2) Date of Retirement : _____
3) Present designation : _____
4) Present scale of pay: Grade - : Tk. _____
5) Present basic pay : Tk. _____

Certified by the Personnel Department



-: 3 :-

PARTICULARS TO BE FURNISHED BY THE ACCOUNTS DEPARTMENT

- 1) Applicant's Provident Fund accumulation on the date of application. : Tk. _____
- 2) Company's contribution towards applicant's Provident Fund on the date of application: Tk. _____
- 3) Accumulated interest thereon, on the date of application. : Tk. _____
- 4) Gratuity entitlement on the date of application : Tk. _____
- 5) TOTAL (1+2+3+4) : Tk. _____
- 6) 80% loan from PF, if any. : Tk. _____
- 7) Previous Due HBL (in any) : FY. _____

Amount Due: _____

No. of Installment Due: _____

Certified by the Accounts Department

GRANTING OF LOAN

Mr.....Desig.....
is hereby granted Tk=..... (Taka.....) only
as House Building Loan. This loan inclusive of interest amounting to
Tk.....only will be recovered in installments effective
.....Amount of installment is Tk=.....p.m. being principle is
Tk.....and interest thereon is Tk=.....

Date: _____

Signature of the Granting Authority

Designation: _____