

**Application in terms of Employees' Provident Fund Act,  
No. 15 of 1958 as amended by Act, No. 42 of 1988  
for Housing Loan Keeping Employees' Provident Fund Balance of a Member as Security**

*(The Application in duplicate shall be forwarded to Labour Office of the Area Where  
the property for which the loan applied for is situated)*

For the use of the lending institution
Name of the lending institution ..... ..... ..... ..... .....
Address ..... ..... ..... ..... .....
Reference No. .....
Date .....

For the use of Labour office										
Name of the Labour office ..... ..... ..... ..... .....										
Address ..... ..... ..... ..... .....										
Loan No. <table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>										
Application Received on .....										

The Name and Address of lending institution from whom to be obtained

..... ..... ..... .....
----------------------------------

(The lending institution from whom the applicant wishes to obtain his loan shall be given in the above cage. The loan will be given by National Development Authority, State Mortgage & Investment Bank, Housing Development Finance Corporation, Rural Bank, People's Bank, National Savings Bank and Bank of Ceylon)

Divisional Secretariat of the area where the Property is situated

..... ..... .....
-------------------------

Labour office of the area where the Property is situated

..... ..... .....
-------------------------

If you have obtained a housing loan earlier on surety of you E.P.F. -

1. The Labour office to which the application was submitted .....

2. Loan No. allocated by the Commissioner of Labour .....

1. Particulars of Applicant

	Applicant's	The other applicants in the event of joint application
1.1 Applicant's Name in Full	..... ..... ..... ..... ..... ..... .....	..... ..... ..... ..... ..... ..... .....
1.2 Permanent Address	..... ..... ..... ..... ..... .....	..... ..... ..... ..... ..... .....

(A joint application can be forwarded only by the applicant, his spouse or and children who too are members of Employees' Provident Fund.)

	Applicant	Joint Applicant
1.3 Applicant's relationship to joint applicants	..... ..... ..... ..... ..... .....	..... ..... ..... ..... ..... .....

2. The particulars required for correct identification of E.P.F. Membership :

	Applicant's	Joint Applicants'
2.1 Name in EPF 'B' Card	..... ..... ..... ..... .....	..... ..... ..... ..... .....
Other Names	..... ..... .....	..... ..... .....
Date of Birth	..... .....	..... .....
Place of Birth	..... .....	..... .....
Number and Date of National Identity Card	..... ..... .....	..... ..... .....
Sex	.....	.....
Full Name of the Father	..... ..... ..... .....	..... ..... ..... .....
Full Name of the Mother	..... ..... ..... .....	..... ..... ..... .....
Full Name of the Wife/Husband	..... ..... ..... .....	..... ..... ..... .....



3. Particulars of Income

3.1 Income from employment

	Designation	Monthly Salary	Annual Bonus	The net monthly Salary after all deductions	Address of the Employee
Applicant's	..... ..... .....	..... ..... .....	..... ..... .....	..... ..... .....	..... ..... .....
Applicant's Spouse's	..... ..... .....	..... ..... .....	..... ..... .....	..... ..... .....	..... ..... .....
Joint Applicant's	..... ..... .....	..... ..... .....	..... ..... .....	..... ..... .....	..... ..... .....
Joint Applicant's Spouse's	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....	..... ..... ..... ..... .....

3.2 Other income (Other than income from employment) Particulars of Income

	Source of Income	Annual Income
Applicant's	..... .....	..... .....
Applicant's Spouse's	..... .....	..... .....
Joint Applicant's (if applicable)	..... ..... .....	..... ..... .....
Joint Applicant's Spouse's	..... ..... ..... .....	..... ..... ..... .....

4. Particulars of Bank accounts of the applicant :

4.1 Name and Address of Bank

.....
.....
.....
.....

4.2 The Number of the Saving/Current Account

.....
-------

(To Facilitate the release of the loan, applicants who do not have their own Bank Account shall open a Bank Account and give these particulars)

5. Particulars of the Housing Loan:

The purpose of the loan and the amount applied for :

Amount applied for :

5.1 Purchasing of Land

Rs.	.....
-----	-------

5.2 Building of a House

Rs.	.....
-----	-------

5.3 Purchasing of a house

Rs.	.....
-----	-------

5.4 For improvement of House

Rs.	.....
-----	-------

5.5 Redemption of house/Land

Rs.	.....
-----	-------

6. Particulars of the land to be utilized for Housing:

6.1 Name of the Land .....

6.2 Address of the Land .....

6.3 Whether the applicant is the sole owner? .....

6.4 The extent owned by the applicant .....

6.5 Whether there is a co-partner? .....

(a) If so the extent of the whole land

.....
.....

Names and Addresses of Co-owners	Extent of undivided portion owned by each owner
.....	.....
.....	.....

(In case of joint-ownership, a letter from the Co-owners duly certificated by Grama Sevaka Niladhari, Asst. Govt. Agent to the effect that the co-owners have no objection to the applicant constructing a house, should be furnished.)

6.6 Number and date of the deed relating to the land you own .....

Name .....

6.7 If the land on which the applicant wished to build is crown land particulars of ownership

	Yes	No
Is it land obtained by Swarnaboomi Deed?		
Is it land obtained under Development Ordinance?		
Is it land obtained under Annual Permit?		
Is it an encroached land?		

If Swarnaboomi deed or land development Ordinance copy of the Permit should be attached with the original.

6.8 If it is land on Annual Permit or Encroachment a letter from the Govt. Agent granting approval to build should be attached.

7. Particulars of the Property to be purchased :

7.1 Name of the Owner and Address .....

7.2 Deed Number and Date .....

7.3 Name of Notary Public who certified the deed .....



8. Particulars of the Mortgage of the property to be redeemed :

8.1 Name of the Mortgagee and address .....

8.2 Mortgage Deed Number and Date .....

8.3 Name of the Notary Public who certified the Mortgage .....

8.4 Deed Number of the Property owner by applicant and Date .....

8.5 Name of the Notary Public who certified the Deed .....

9. Particulars regarding recovery of the Loan:

9.1 Time required for repayment of Loan

Less than 05 years	Less than 10 years	Less than 15 years

9.2 Method of Recovery –  
(Whether by salary deduction made by employer or direct payment to the lending institution which granted the loan.)

.....

**10. Annexes**

The following documents as required 10.1 are attached to the application:

- 1. ....
- 2. ....
- 3. ....

I/We .....solemnly, sincerely and truly declare and affirm that the facts stated above are true to the best of my/our knowledge and belief.

1. .... 2. ....  
Signature of Applicant/s

Date .....

The above section having been read and explained to the above named deponent/deponents and the contents seemingly understood by the said deponent/deponents, he/she/they has/have, placed his/her/their

Signature/s before me in faith of same, on this day, the .....20.....

Depositor's Signature  
On Rs. 2 Stamp

.....  
Justice of Peace  
(Official Frank)

Date : .....

10.1 The documents mentioned below should be attached:

- (a) For construction / improvements -
  - (i) Floor plan of the building. (Along with the certificate from the Local Body, if required)
  - (ii) List of the total amount of building materials required including the total cost of each item that has to be purchased and the amount obtained free of charge.
  - (iii) List of labour charges for each item of work and the total amount assessed as labour charges (labour charges in respect of work to be done free of charge and the work items already excluded, if any, should be marked)
  - (iv) List of work items already done, if any and the remaining work items.
  - (v) General time-table for construction work at each stage (Indication of period required would suffice)
  - (vi) Documents or certificates indicating ownership or authorisation for construction of the house in the proposed land.
  
- (b) For Purchasing -
  - In case of purchasing a land/ house, letter of consent from the vendor and copy of deed.
  
- (c) For Redeeming
  - For redeeming a mortgage, copy of the mortgage deed.

**Agreement of Assignment of Charge or Otherwise Secure of the Amount in Credit to his Membership of the Employee's Provident Fund by a Member in Obtaining a Housing Loan**

..... of .....  
(Name of the Applicant)

..... and I.....  
(Name of the joint Applicant)

of.....do hereby agree to assign or charge of otherwise secure the amount in credit to my account No. ....(applicant) Rs. ....  
(Amount in Words)

..... lying at the end year..... and the amount in credit to my account No..... Rs. .... lying  
(Amount in Words) .....

at the end of year ..... in terms of E.P.F. Act, No. 15 of 1958, as amended by E.P.F. act, No. 42 of 1988, Section 23 and 24 in lieu of the loan obtained by me/ us for the purpose of building / purchasing / making improvements to house / redeeming a property/ purchasing a land at  
.....  
.....to .....

.....  
(Name of the Lending institution)

I/We do further authorize the commissioner of labour to settle the installments due together with interest by deduction monies lying to credit of my account in E.P.F. Account No.....  
(Applicant's No.)

and my Account in the E.P.F. Account No. ....  
( Joint Applicant's No.)

I/We do solemnly, sincerely and truly declare and affirm that the above agreement is true to the best of my/ our knowledge and belief.

Signed before me

*Stamp Valued  
at Rs. 2*

Date: .....

.....  
Signature of Applicant. / Applicants.

Declared and affirmed before me.

On .....

Date: .....

.....  
Justice of Peace. (Official Frank)

**Part II**

**Recommendation of Divisional Co-ordinating Committee for E.P.F. Housing Loans and Services**

Jurisdiction of A.C.L

D.S. Division

Grama Sevaka Division

--

--

--

	Applicant	Joint Applicants
(i) E.P.F. No.		
(ii) Amount required		

(iii) Amount lying to the credit of member up to December } .....  
 } .....

(iv) Amount lying to the credit of member (joint Applicant) up to December } .....  
 } .....

(v) State whether the committee approves the loan application and if so the amount of the loan recommended: } .....  
 } .....

(vi) Number of instalments to repay the loan and value of each such instalment } .....  
 } .....

.....  
 .....  
 .....  
 .....

Signatures of Committee Members

2. I do hereby certify that the balance lying in the E.P.F. Account of the applicant by December 20.....  
 ..... is (in Figures) Rs.....(in Words).....  
 ..... and the balance lying in the E.P.F. Account of the joint applicant ..... (full name) by December 20.....  
 ..... (in Figures) is Rs.....(inwords).....  
 ..... according to the declaration of the Superintendent E.P.F.

2.1 Recommendation of the A.C.L on the loan application.

Date : .....

.....  
 Assistant Commissioner of Labour