FORM TYPE FIN/LENI
FORM NO. LEND-03

Unit 205, Level 3 | Mosin Plaza
Gani Vani Ave|Gerehu Stage 2
National Capital District
PhoneNo:326-1013/1011/1010/70687078
Email Add: mflmanager.jonasromarate@gmail.com

Phone No (675)328-1720 Loc316
Fax No (675)328-1776
Email Add: audit@vitisindustries.com
Email Add: alo-d@yahoo.com

## IRREVOCABLE SALARY DEDUCTION AUTHORITY

(Salary Deduction)

Date____/____/____

To:HR Mgr. /Financial Controller/Paymaster

I hereby authorize you to deduct the sum of K____________ from my fortnightly salary and remit cheque or cash in favour of MALINA FINANACE LIMITED bank account No. 60344008 with Kina Bank - Waigani Drive or directly at MALINA FINANCE office at Unit 205, 2nd Floor Mosin Plaza, Gerehu NCD, Port Moresby.

This deduction authority is irrevocable by me and can only be cancelled by written approval of MALINA FINANCE LIMITED. I Further agree that on the cessation of my current employment for whatever reason, I authorize my employer to deduct all monies still owing to MALINA FINANCE LIMITED from whatever final entitlements I may have in respect of my Wages, Salary, Long Service Leave, Annual Leave, Commission, Bunos and Gratuity.

Deduction Amount: ____________________ No. of Fortnights: ____________

Deduction Start Date____________________

| Employee's Full Name | Employee's Work File No. | Employee's Signature |
|---|---|---|
| | | |

## EMPLOYEE ACKNOWLEDGEMENT

We hereby confirm to deduct the amount of K________from the employee's fortnightly payroll starting_______- until the total amount repayable PGK__________plus any charges has been fully paid.

This amount will be remitted to MALINA FINANCE LIMITED, Bank Account No. 60344008, with Kina Bank - Waigani Drive or directly to MALINA FINANCE office at Unit 205, 2nd Floor, Mosin Plaza, Gerehu NCD, Port Moresby. Further, we agree that this deduction will not stop without written authorization from MALINA FINANCE LIMITED or until such time that the loan is fully paid. We also confirm that the above employee has sufficient entitlements to pay the total amount repayable should he/she leave the company voluntarily or involuntarily.

HR Mgr./FC/Pay Master's Name:

Date Approved

HR Mgr./FC/Pay Master Signature

Company Seal/Stamp

Accrued Entitlement: K

HR Mgr./Pay Master Should Necessarily Fill-up this field

*(Please Ensure that the person has sufficient entitlements held before acknowledging this document)*

# Malina Finance

*"for all your Financial Needs"*

2nd Floor Unit 205 ,Mosin Plaza,Grehu Stage 2,NCD,Port Moresby

Phone#:70687078/72450620

Email:mfl.manager.jonasromarate@gmail.com/karenatasha1998@gmail.com/financemalina@gmail.com

LOAN REQUIREMENTS:

- Please provide the following with your application.
- Failure to do so will stop your application from proceeding.
- Your last three 3 Original payslips – (We will give you a copy of them back) Proof of ID (To prove who you are)
- Application Form (Fully completed and signed)
- Copy of your Bank Statement (This is to confirm the account details to which we will deposit)
- Letter of employment including your current "Go Finis" Entitlements
- Data Input Code Number = DLINA (For Public Servant's Employee's

# PAPUA NEW GUINEA

# STATUTORY DECLARATION

I_________________________________ (a) of_______________________________do
**(Name)** **(Address)**

Solemnly and sincerely declare that I am employed by ________________________________

**(Company/Dept.)**

(b) 1. I have read and understood Malina Finance Limited (MFL) Terms and conditions and agreement written in Form No. Lend-01, Lend-02 and Lend-03.

2. I undertake to repay at the rate of K___________ per fortnight over _________________ consecutive Fortnights with effect from Pay _____________ (PPE_______/________/_________).

3. I undertake to affect an Irrevocable Salary Deduction Authority/Employee Deduction Advice to deduct from my fortnightly pay with effect from Pay __________ PPE________/________/_________.

4. I also agree that if I delay my repayments, **Malina Finance Limited (MFL)** shall penalize me with 5% interest on the total amount every missed pay fortnight.

5. I Irrevocably assign to **Malina Finance Limited (MFL),** in the event of my leave, suspension, termination or any other default, my leave pay and all other entitlements and any Superannuation Fund savings, to pay up to the amount owed to **Malina Finance Limited (MFL)** including penalties.

And I make this solemn declaration by virtue of the Oaths, Affirmation and Statutory Declaration Act 1962 conscientiously believing the statements contained herein to be true in every particular.

Declared at ..........................................................) (c) ..........................................................

Before me:

This ....................................... day of (d) ..........................................................

...........................................................................20____) (e) .......................................................... (a)

**(a)Here insert name, address and occupation of person making the declaration.**

**(b) Here inserts the matter declared to. Where the matter is long it should be set out in paragraphs. (c) Signature of person making the declaration.**

**(d) Signature of person before whom the declaration is made.**

**(e) Here inserts title of person before whom the declaration is made.**

*Note: Any person who wilfully makes a false statement in a Statutory Declaration is guilty of an indictable offense, and is liable to imprisonment, with or without hard labour, for four years.*

# PERSONAL LOAN APPLICATION

Unit205, Level 3, Mosin Plaza, Sec:245, Lot:5, Gerehu, NCD

Phone#70687078/72450620

Email: mfl.manager.jonasromarate@gmail.com/financemalina@gmail.com/karenatasha1998@gmail.com

***Please do complete this Loan Application by hand neatly with blue and black ink. Ensure to attach /compile all necessary or required information(s)and/or mandatory requirements. For more information, do not hesitate to contact us on the above-mentioned contacts and emails.***

***New Customer| Existing Customer (Please Indicate if you are a New Customer or an Existing Customer***

| | | |
|---|---|---|
| **Loan Request Amount: K** | **Repayment Frequency** | **Fortnightly** |
| **Purpose of Loan: School Fee \|Bride Price\|Medical Expenses\|Personal Expenses \|Others** | | |
| **PERSONAL DETAILS: *(*Please attach valid copy of your identification; DL, NID, PASSPROT, WORK ID as Required)*** | | |
| **First Name:** | **Middle Name:** | **Last Name:** |
| **Birth Date:** | **Gender:** | **Marital Status:** |
| **Ages of Children:** | **Spouse Full Name:** | **Spouse Birth Date:** |
| **Current Residential Address: *(Provide accurate, current residential address:)** | | |
| **Section: \|Allotment \|Street** | | **\|Suburb** |
| **Date you Move in there:** | | |
| **Self-Own: * Yes\|No** | **Rental Property: Yes\|No** | **Nearest Relative Not Living With:** |
| **Land Lord Name:** | **Land Lord Address:** | **Name and Relation:** |
| **Previous Resident Data:** | **Section: Lot:** | **Work Address:** |
| **Terms of Residency:** | **Suburb:** | **Tele/Phone:** |
| | | **EMAIL:** |
| **REFREES NAMES:/NOMINIE(S) NAME(S)** | **OCCUPATION/EMPLOYER NAME** | **RELATIONSHIP/CONTACT/EMAILS** |
| **1:** | | |
| **2:** | | |
| **3:** | | |
| **4:** | | |
| **EMLOYMENT DETAILS:** | **APPLICANT: (FILL BELOW)** | **SPOUSE*(FILL BELOW FIELDS)** |
| **EMPLOYER:** | | |
| **OCCUPATION:** | | |
| **DATE COMMENCED:** | | |
| **EMPLOYER ADDRESS:** | | |
| **EMPLOYER CONTACT:** | | |

**CREDIT HISTORY:**

| |
|---|
| INSTITUTION NAME AND ADDRESS: |
| INSTITUTION NAME AND ADDRESS: |
| INSTITUTION NAME AND ADDRES: |
| Have you ever been into default with other financial institutions YES \|NO (Please provide Details*)<br>................................................................................................................................................................ |

STATEMENT OF POSITION

*(A)ASSETS: WHAT YOU OWN: * Considering your assets value greater than the value of the Loan Request*

| | | | | |
|---|---|---|---|---|
| HOUSE | SECTION&ALLOT | STREET: | SUBURB: | |
| VEHICLE: | MAKE: | MODEL: | YEAR; | |
| FURNITURE /WHITE GOODS | | | TOTAL ASSETS: | K |
| OTHER (TV, FRIDGE, & ETC. | | | | |

| | | | |
|---|---|---|---|
| | ACCOUNT DETAILS: | | |
| BANK NAME: | | Cheque | |
| BRANCH NAME: | | Savings | |
| ACCOUNT NAME: | | | |
| ACCOUNT NUMBER &BSB NUMBER | | | |

(B)LIABILITIES: *WHAT YOU OWE*: [INDICATE INITIAL OWING VALUE(S)OR AMOUNT(S)]*

| | |
|---|---|
| *MFL PERSONAL LOAN:* | K |
| *LOANS: OTHER LENDERS* | *(PROVIDE CURRENT LOAN STATEMENT FROM OTHER LENDERS)* |
| *OTHERS/RATES/TAXES* | *K* |
| *TOTOAL LLIABILITIES:* | *K* |
| *TOTAL ASSETS-TOTAL LIABILTIES* | *K* |

*(C)MONTHLY INCOME*(Present three (3) latest or current payslips advise for the last three fortnights)*

| | | | |
|---|---|---|---|
| *GROSS SALARY (Before Tax)* | | *K* | |
| *ADDITIONAL INCOME (Please provide details)* | | *K* | |

D: MONTHLY INCOME*(Please complete all fields where necessary and applicable)

| | | | |
|---|---|---|---|
| Other Loans | | K | |
| M/VEH Cost(s) | | K | |
| Rentals | | K | |
| MFL Loans | | K | |
| School Fees | | K | |
| General Living Expenses | | K | |
| Wantoks/Others | | K | |
| TOTAL MONTHLY Expenses | | K | |
| NET SURPLUS | | K | |

## Requirements:

1. Three (3) original recent payslips required to accompany your Personal Loan application
2. Current or latest letter of confirmation from current employer (stable employment status for more than 9-12 months and over)
3. Valid ID photo; Current employer issued work ID| National Identity card (NID)|Passport ID| Driver's License,
4. Nasfund/ Nambawan/ Superfund/ statement required for first time customers must have regular fn contributions through fortnightly payroll deductions.

5. Applicant must not have any other existing loans at the time of lodgement.

Loan Repayments through Payroll/Salary deduction authority
1. Irrevocable Salary Deduction Authority for companies (private companies)
2. Pay Variation Advice for Public Servants and those Government payrolls.

** Note: MFL will not accept Bank Standing Order, Direct Funds transfer, Mobile banking or any other form of repayment. SALARY OR PAYROLL DEDUCTION ONLY.*

Declaration:

* I, ______________________________ declare that the information supplied on this application form is true and correct.

To the best of my knowledge all information can be supported and/ documented. I am seeking/requesting financial assistance for a sum of K_________ _____and understand that I have to repay this amount plus interest, fees in addition to the original amount borrowed. I have been advised that I can take a quote with me and discuss it before signing or taking up an offer. I fully understand the contract I will be signing if approved. I agree to Malina Finance Limited to obtaining/ providing my personal information to/ from a Credit Bureau.

I agree to Malina Finance Limited to obtain my personal credit information from a credit provider. The details completed are true and accurate record:

| | |
|---|---|
| Applicant Signature | *Date:* |
| MFL Used Only | Date Received: |
| New Business Officer's Name: | |
| New Business Officer's Signature | |

TERMS & CONDITIONS

Our Terms and Conditions will form part of your Agreement should you apply for and be accepted for a Personal Loan with us. Which we will require your signature on the set agreement between you and us basing on your loan application (if successful).

1.Your Repayments

You agree to pay us the total amount repayable for the personal loan shown on the agreement by the fortnightly repayment scheduled, other dates, we may notify you having regard to what is convenient to you. The fortnightly repayments must be paid to Malina Finance Account by direct deduction only from your payroll.

2.Defaults

If you underpay or fail to pay any fortnightly repayments within the expected time, or if you breach the terms of the agreement in some other way, this is what will happen.

a) We will send you a notice that your loan is in arrears. If arrears are not paid, we may send you a further notice (a default notice) entitling us to take enforcement action. The unpaid balance of the total amount payable on the agreement will become immediately due and payable to us; and

b) If the fortnightly repayments are not received on time, we may charge the Default Interest rate on the Loan account of the Borrower at 5 Percent (%) per fortnight based on the outstanding balance, in which case the fortnightly repayment may be insufficient to repay the loan, and then the borrower must on written demand, pay us, the Lender, the additional charges for default interest.

3. Bankruptcy and Individual Voluntary Agreements

The unpaid balance of the total amount payable stated on the agreement will become due and payable to us and we shall be entitled to demand payment of such unpaid balance provided that we give you at least seven days' notice in writing, if any of these following events occurs;

a) If distress or execution is levied against any of your property (that is, if a bailiff or other officer controls or seizes any of your property following a court order)

b) If a bankruptcy order is made against you; or

4.Personal Information

The uses of your personal information are set out in the personal loan data protection statement provided to you when you applied for your loan. Your data may be used in other ways were agreed by you and in very limited circumstances where required by law or were permitted under data protection legislation.

5.Early Settlement

You have the right to settle in full by requesting a settlement statement and by paying all amount owing at any time. You may also settle the agreement in part at any time. The relevant details will be sent to you at the appropriate time.

6. Personal Agreement

a) You understand that we may refuse to enter into any agreement with you if we reasonably suspect that you have provided us with materially false or misleading information.

b) If we enter into the agreement with you, it is personal to you, and any of your obligations under it may not be transferred by you.

c) Should we suspect the agreement is being used in relation to fraud or any other criminal activity, we may refuse to enter or terminate the agreement if already made.

** Our Terms & Conditions governs the specific implications of when you do not commit to the contract established between you and us. Therefore, it is important for you to both understand the specific requirements in terms of your commitment to service the facility faithfully or be penalised otherwise. Should you be accepted to benefit from our service, we would require you to read and understand our set agreements between you (Applicant/borrower) and us (financier/lender) before signing the offer.*

Malina Finance

"for all your Financial Needs"

OFFICE LOCATION
Unit 205,Level 3, Mosin Plaza, Sect:345, Lot 5
Gani Vali St., Gerehu, NCD
Phone: 74407113
Email: financemalina@gmail.com or karenatasha1998@gmail.com

## SALARY DEDUCTION REPAYMENT SCHEDULE 2.5%

| | 5 FN | 6 FN | 7 FN | 8 FN | 9 FN | 10 FN | 11 FN | 12 FN | 13 FN |
|---|---|---|---|---|---|---|---|---|---|
| **K500.00** | K120.38 | K102.54 | K89.80 | K80.25 | K72.82 | K66.88 | K62.01 | K57.96 | K54.53 |
| **K600.00** | K143.55 | K122.28 | K107.09 | K95.70 | K86.84 | K79.75 | K73.95 | K69.12 | K65.03 |
| **K700.00** | K166.73 | K142.03 | K124.38 | K111.15 | K100.86 | K92.63 | K85.89 | K80.28 | K75.53 |
| **K800.00** | K189.90 | K161.77 | K141.67 | K126.60 | K114.88 | K105.50 | K97.83 | K91.43 | K86.02 |
| **K900.00** | K213.08 | K181.51 | K158.96 | K142.05 | K128.90 | K118.38 | K109.77 | K102.59 | K96.52 |
| **K1,000.00** | K236.25 | K201.25 | K176.25 | K157.50 | K142.92 | K131.25 | K121.70 | K113.75 | K107.02 |
| **K1,100.00** | K259.43 | K220.99 | K193.54 | K172.95 | K156.94 | K144.13 | K133.64 | K124.91 | K117.52 |
| **K1,200.00** | K282.60 | K240.73 | K210.83 | K188.40 | K170.96 | K157.00 | K145.58 | K136.07 | K128.02 |
| **K1,300.00** | K305.78 | K260.48 | K228.12 | K203.85 | K184.98 | K169.88 | K157.52 | K147.23 | K138.51 |
| **K1,400.00** | K328.95 | K280.22 | K245.41 | K219.30 | K198.99 | K182.75 | K169.46 | K158.38 | K149.01 |
| **K1,500.00** | K352.13 | K299.96 | K262.70 | K234.75 | K213.01 | K195.63 | K181.40 | K169.54 | K159.51 |
| **K1,600.00** | K375.30 | K319.70 | K279.99 | K250.20 | K227.03 | K208.50 | K193.34 | K180.70 | K170.01 |
| **K1,700.00** | K398.48 | K339.44 | K297.28 | K265.65 | K241.05 | K221.38 | K205.28 | K191.86 | K180.51 |
| **K1,800.00** | K421.65 | K359.18 | K314.56 | K281.10 | K255.07 | K234.25 | K217.21 | K203.02 | K191.00 |
| **K1,900.00** | K444.83 | K378.93 | K331.85 | K296.55 | K269.09 | K247.13 | K229.15 | K214.18 | K201.50 |
| **K2,000.00** | K468.00 | K398.67 | K349.14 | K312.00 | K283.11 | K260.00 | K241.09 | K225.33 | K212.00 |
| **K2,100.00** | K491.18 | K418.41 | K366.43 | K327.45 | K297.13 | K272.88 | K253.03 | K236.49 | K222.50 |
| **K2,200.00** | K514.35 | K438.15 | K383.72 | K342.90 | K311.15 | K285.75 | K264.97 | K247.65 | K233.00 |
| **K2,300.00** | K537.53 | K457.89 | K401.01 | K358.35 | K325.17 | K298.63 | K276.91 | K258.81 | K243.49 |
| **K2,400.00** | K560.70 | K477.63 | K418.30 | K373.80 | K339.19 | K311.50 | K288.85 | K269.97 | K253.99 |
| **K2,500.00** | K583.88 | K497.38 | K435.59 | K389.25 | K353.21 | K324.38 | K300.78 | K281.13 | K264.49 |
| **K2,600.00** | K607.05 | K517.12 | K452.88 | K404.70 | K367.23 | K337.25 | K312.72 | K292.28 | K274.99 |
| **K2,700.00** | K630.23 | K536.86 | K470.17 | K420.15 | K381.25 | K350.13 | K324.66 | K303.44 | K285.49 |
| **K2,800.00** | K653.40 | K556.60 | K487.46 | K435.60 | K395.27 | K363.00 | K336.60 | K314.60 | K295.98 |
| **K2,900.00** | K676.58 | K576.34 | K504.75 | K451.05 | K409.29 | K375.88 | K348.54 | K325.76 | K306.48 |
| **K3,000.00** | K699.75 | K596.08 | K522.04 | K466.50 | K423.31 | K388.75 | K360.48 | K336.92 | K316.98 |