



Citystate Savings Bank, Inc.

709 Shaw Boulevard, Pasig City, Philippines

"To be filled up by the company's authorized signatories "COMPLETELY"

This is to certify that _____ Borrower/Co-Borrower(s)
is/are bonafide employee/s of _____ with the following employment status:

	BORROWER	CO-BORROWER1	CO-BORROWER2
BIRTHDATE	_____	_____	_____
POSITION	_____	_____	_____
DATE OF PERMANENCY	_____	_____	_____
BASIC SALARY	_____	_____	_____
ALLOWANCES	_____	_____	_____
GROSS INCOME	_____	_____	_____
LESS: DEDUCTIONS	_____	_____	_____
NET PAY	_____	_____	_____

I further certify that the Borrower/Co-Borrower/s is/are qualified to borrow from Citystate Savings Bank, Inc. Employees Salary Loan Program with a maximum loan amount of Php_____.

I further certify that all data and statements in the application are correct and complete are made for the purpose of obtaining credit and the signature appearing therein are genuine.

HRD - COMPENSATION & BENEFITS SECTION

LOANS AND DISCOUNTS

Outstanding Balance as of _____ As Co-Maker of : _____ Maturity Date : _____

	BORROWER	CO-BORROWER 1	CO-BORROWER 2
PRINCIPAL			
INTEREST			
TOTAL			

Verified By: _____



Citystate Savings Bank, Inc.

709 Shaw Boulevard, Pasig City, Philippines

DOCUMENTARY REQUIREMENTS (PHOTOCOPY)

- Borrowers & Co-Borrowers' latest one (1) month payslip
- Borrower's ATM/ Passbook w/ Account No.
- Borrower's & Co-Borrowers' Company ID (Back to Back)
- 3 Signatures (Borrower & Co-Borrower) at the bottom of their Company ID.

Please fill up information completely & in-print

EMPLOYEE'S SALARY LOAN APPLICATION FORM

BORROWER									
NAME OF EMPLOYEE	SURNAME			FIRST NAME			MIDDLE NAME		
HOME ADDRESS									
HOME TELEPHONE No.		MOBILE No.		STATUS					
BIRTHDATE		TIN No. (required)		OFC TEL No.					
COMPANY NAME				POSITION				YRS OF SERVICE	
DESIRED LOAN AMOUNT	Php		REPAYMENT TERM	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months				
LOAN PURPOSE				<input type="checkbox"/> 18 months	<input type="checkbox"/> 24 months				
SPOUSE'S NAME	SURNAME			FIRST NAME			MIDDLE NAME		
COMPANY NAME				POSITION				YRS OF SERVICE	
	NAME			AGE	EDUCATIONAL LEVEL				
	NAME			RELATIONSHIP	OCCUPATION			ADDRESS	
CO-BORROWER 1									
NAME OF EMPLOYEE	SURNAME			FIRST NAME			MIDDLE NAME		
HOME ADDRESS									
HOME TELEPHONE No.		MOBILE No		STATUS					
BIRTHDATE		TIN No. (required)		OFC TEL No.					
COMPANY NAME				POSITION				YRS OF SERVICE	
SPOUSE'S NAME	SURNAME			FIRST NAME			MIDDLE NAME		
COMPANY NAME				POSITION				YRS OF SERVICE	
	NAME			AGE	EDUCATIONAL LEVEL				
CO-BORROWER 2									
NAME OF EMPLOYEE	SURNAME			FIRST NAME			MIDDLE NAME		
HOME ADDRESS									
HOME TELEPHONE No.		MOBILE No		STATUS					
BIRTHDATE		TIN No. (required)		OFC TEL No.					
COMPANY NAME				POSITION				YRS OF SERVICE	
SPOUSE'S NAME	SURNAME			FIRST NAME			MIDDLE NAME		
COMPANY NAME				POSITION				YRS OF SERVICE	
	NAME			AGE	EDUCATIONAL LEVEL				
<p>I hereby certify that all information contained in this application is correct and complete. I/we hereby authorize you to obtain such information as you may require concerning the statements made in this application and that the courses to which you may apply are authorized to provide information relative to the application. I agree that this application may remain your property whether the credit is granted or not.</p>									
<p>_____ Employee's Signature over printed name CO-BORROWER1</p>					<p>_____ Employee's Signature over printed name CO-BORROWER2</p>				
<p>_____ Employee's Signature over printed name BORROWER</p>									

PROMISSORY NOTE

PN NUMBER : _____ VALUE DATE : _____
APPROVED AMOUNT : _____ MATURITY DATE : _____

FOR VALUE RECEIVED, I/WE promise to pay, jointly and severally, to the order of *Citystate Savings Bank, Inc.* (hereinafter referred to as the "Bank" or "CSBI") at its principal office at Citystate Centre Building, 709 Shaw Boulevard, Pasig City or any of its branches or offices without need of notice or demand the sum PESOS : _____ (PHP _____), Philippine Currency, (the "Loan") in the manner of the following:

In equal _____ monthly amortization (principal and interest) in the amount of PESOS: _____ Php _____) commencing on _____ and every _____ day of each month thereafter, with the balance payable at maturity with interest on the outstanding balance thereof computed on the basis [] 360; [] 365 days a year and the actual number of days elapsed at the following rate:

Interest Rate of _____ percent (_____ %) per annum.

In case of my/our pre-payment of the balance of this Note/Loan, I/We hereby agree to pay the pre-payment penalty of two (2%) percent of the principal amount thereof. Interest not paid on due date thereof shall be added to and become part of the principal and shall likewise bear interest at the same rate as that charged on the principal.

Likewise, I/We hereby jointly and severally promise to pay a late payment charge on any other overdue amount under this Note at the rate of three (3%) percent per month over and above and in addition to the interest payable under this Note.

Acceptance by the bank of payment of any installment or any part thereof after due date shall not be considered as extending the time for the payment of any of the installments or as a modification of any terms and conditions hereof.

The bank is hereby authorized, at its option and without notice, to set-off or to apply payment of this Note any and all funds which maybe in its hands on deposit or otherwise belonging to the undersigned. The undersigned hereby irrevocably appoint CSBI as attorney-in-fact to sell or dispose of any of its property of the undersigned which maybe in CSBI's possession, by public or private sale, and to apply the proceeds to the payment of this Note or other obligations of any of the undersigned with CSBI.

The Bank's failure to exercise or delay in exercising any right, power, prerogative or privilege hereunder or under other documents executed in connection herewith shall not operate as a waiver thereof unless made in writing. The rights and remedies herein provided shall be cumulative and maybe exercised singly or concurrently and shall not be exclusive of any right or remedy provided by law.

Should CSBI require the services of a counsel and/or institute legal action or proceedings to enforce the collection of this Note, I/We further agree to pay jointly and severally the sum of twenty (20%) percent of the total amount due but in no case less than PESOS: TEN THOUSAND (PHP10,000.00) as and for Attorney's fees, besides the costs, collection expenses and other charges and disbursements allowed by the law.

Any action to enforce payment of any sums due under this Note shall exclusively be brought in the proper court of Metro Manila or in any place where *Citystate Savings Bank, Inc.* has a branch/office.

It is hereby understood and agreed that the documentary stamp tax and such other taxes, expenses and fees that maybe incurred in connection with the execution of this Note and necessary documents which may hereafter be executed by virtue hereof shall be for the sole account of the undersigned.

It is special condition of this Note that payments in the form of checks made after clearing cut-off time shall be value dated the following banking date and shall be charged the corresponding interest and/or penalty.

The Borrower hereby waiver his rights on the confidentiality of personal information and authorized the Bank to conduct random verification with Bureau of Internal Revenue (BIR) in order to establish authenticity of the Income Tax Return and accompanying financial statements submitted to the bank.

Proceeds of this Note shall be used to _____

Please release the proceeds of this Note as follows:

Credit CA/SA No. _____ Maintained at _____

Manager's Check payable to _____

I/WE HEREBY AFFIRM AND ACKNOWLEDGE THAT I/WE HAVE CAREFULLY READ AND UNDERSTOOD ALL THE FOREGOING STIPULATIONS AND THAT AT THE TIME I/WE AFFIXED MY/OUR SIGNATURE(S) HERETO, ALL THE BLANK SPACES HAVE BEEN CORRECTLY AND COMPLETELY FILLED-UP.

BORROWER

CO-BORROWER 1

CO-BORROWER 2

SIGNATURE VERIFIED BY: _____

SIGNED IN THE PRESENCE OF:

WITNESS

WITNESS

Citystate Savings Bank, Inc.

DISCLOSURE STATEMENT ON LOAN/CREDIT TRANSACTION (As Required under R.A. 3765, Truth in Lending Act)

NAME OF BORROWER : _____
ADDRESS : _____

1. LOAN AMOUNT Php _____

2. OTHER BANK CHARGES/DEDUCTIONS COLLECTED
a. Documentary/Science Stamps Php _____
b. Mandatory Credit Insurance _____
c. Others: Processing Fee _____

3. NET PROCEEDS OF LOAN (Items 1 less Items 2) Php _____

4. SCHEDULE OF PAYMENTS
a. Single payment due on _____ Php _____
b. Installment Payments (Please see attached amortization schedule)

5. EFFECTIVE INTEREST RATE (Interest and Other Charges) _____%
Explanation: The effective interest rate is higher than the contractual interest
rate of _____% because of item 2 deductions above.

6. CONDITIONAL CHARGES THAT MAY BE IMPOSED (if applicable). Please specify manner of imposition:
a. Late Charge/s Php 36% p.a. In case of default _____
b. Pre-payment (penalty/refund) 2% of the principal amount _____
c. Others: Attorney's fee 20% of the total amount due but in no case less than Php10,000.00 _____

CERTIFIED CORRECT:

(Signature of Creditor/Authorized Representative Over Printed Name)

Position

ACKNOWLEDGE RECEIPT OF THIS STATEMENT PRIOR TO THE CONSUMMATION OF THE CREDIT TRANSACTION AND THAT I UNDERSTAND AND FULLY AGREE TO THE TERMS AND CONDITIONS THEREOF.

BORROWER

CO-BORROWER 1

CO-BORROWER 2

_____ Date

SIGNATURE VERIFIED BY: _____



Citystate Savings Bank, Inc.

709 Shaw Boulevard, Pasig City, Philippines

**BORROWER'S ASSIGNMENT OF SALARY AND
AUTHORITY TO DEDUCT AND REMIT**

TO : _____

In connection with my application under the salary loan program of Citystate Savings Bank, Inc., I hereby assign in favor of Citystate Savings Bank, Inc., the sum of PESOS: _____ (Php _____) per month from my salary and other remunerations. I therefore, authorize you as my agent to deduct the said amount from my salary and other remunerations on or before the _____ day of each month starting _____ and every month thereafter, for a total of _____ (_____) months or until the amount of PESOS: _____ (Php _____) and/or corresponding obligations is fully paid. I also authorize you to remit the same directly to Citystate Savings Bank, Inc., an amount you may deduct more than the amount herein specified in order to update my account.

I also authorize you to retain for and remit directly to Citystate Savings Bank, Inc., any amount due to termination, separation, or gratuity pay or compensation of whatever the nature to the extent of any outstanding to Citystate Savings Bank, Inc., in the event my employment is terminated for any reason. This assignment and authority is absolute and irrevocable until the obligation is fully paid.

**CO-BORROWER'S ASSIGNMENT OF SALARY AND
AUTHORITY TO DEDUCT AND REMIT**

This is to acknowledge our obligation as Co-maker of _____ for his/her loan obligation with Citystate Savings Bank, Inc., and in the event of failure to collect any installment from the borrower, I hereby assume responsibility on all outstanding balances, whether principal, interest, penalty or attorney's fees arising from the loan granted by Citystate Savings Bank Inc., to the Borrower.

I hereby, authorize you to deduct from my salary and other remunerations or any benefits due to me and pay the deduct amount to Citystate Savings Bank, Inc., of such outstanding balance.

CONFORME:

Name of Company

Signature of Borrower Over Printed Name

HRD Manager

Signature of Co-Borrower 1 Over Printed Name

Signature of Co-Borrower 2 Over Printed Name

Signature of Witness Over Printed Name

Signature of Witness Over Printed Name