

**University of Management and Technology**

**Sialkot Campus**

Financial Assistance Form

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Employee Name |  | | | Designation |  |
| School/Department |  | | | Date of Joining |  |
| Employee. # |  | Current Salary |  | Amount Applied |  |
| Reason for borrowing  Please attach supporting documents (if any) | | | | | |
| Have you ever availed the loan facility from UMT? Yes □ No □  If yes, Amount? Date of borrowing Current status: Cleared □ Not Cleared □  Reason for borrowing | | | | | |

**GUARANTEES:** 1**. The guarantor must be full time permanent employee having one year service with UMT**

**2. The employee cannot guarantee, if he/she is currently availing loan facility or has already given guarantees for two employees**

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| --- | --- | --- | --- | --- | --- |
| **Undertaking:** The amount of installment unpaid till due date may be deducted from my salary in case the borrower is defaulter in any installment. | | | | | |
| **Guarantor No.1** | | | **Guarantor No.2** | | |
| Name | Empl. # | Signature | Name | Empl. # | Signature |
|  |  |  |  |  |  |

Recommendation by the Head of the Department

I fully agree with the repayment schedule, as approved. **Employee’s Signature**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| FAC Meeting Number |  | Held On |  | Amount Sanctioned |  |

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| --- | --- | --- | --- |
| **Repayment Schedule** | | | |
| No. of Installments | Monthly Installment (Rs.) | Effective From (dd/mm/yy) | Effective To (dd/mm/yy) |
|  |  |  |  |

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| --- | --- | --- |
| Member 1 | Member 2 | Committee Head |
|  |  |  |

# Committee Head Name:

Secretary Name: Approved By Director Campus: