



**KOPERASI PEKERJA-PEKERJA BANK MALAYSIA BERHAD**  
**PERSONAL LOAN APPLICATION FORM**

**The Secretary**  
**Koperasi Pekerja-Pekerja Bank Malaysia Berhad**  
**Lot 2.33 & 2.37,**  
**2<sup>nd</sup> Floor, Kompleks Wilayah**  
**Jalan Dang Wangi**  
**50100 KUALA LUMPUR**

Date : .....

Dear Sir,

I wish to apply for a loan under the loan scheme provided by Koperasi Pekerja-Pekerja Bank Malaysia Berhad. The following are my particulars :-

Name of Applicant : ..... NRIC No : .....

Sex : ..... Age : ..... Marital Status : .....

Office Address : .....

..... Tel No : .....

Home Address : .....

..... Tel No : .....

Loan Amount : ..... Repayment Period : .....months

Interest Rate : **9% per annum.**

Purpose of Loan : 1) .....

2) .....

Basic Salary : RM..... Employment Date : .....

**Questionnaire :**

1. Do you have any outside debts ? (YES/NO)

If yes, i) From where .....

ii) The amount .....

2. Do you have any other source of income ? (YES/NO)

If yes, i) From where .....

ii) The amount .....

# **PERSONAL SOFT LOAN**

## **TERMS AND CONDITIONS**

1. Any member of **Koperasi Pekerja-Pekerja Bank Malaysia Berhad** (hereinafter referred to as “**KOBANK**”) with a minimum of 1 (one) \*Share and has been a continuous paying member for at least 6 consecutive months may apply for a Personal Soft Loan.
2. The eligible loan amount shall be based on the applicant’s ability to repay the loan. Should the loan sum applied for be lesser than the monies in the applicant’s account with **KOBANK**, no guarantor is required.

**Minimum loan amount shall not be lesser than RM 1,000.00( One Thousand )**  
**The eligible loan amount is fixed to the nearest multiple of RM 500**

3.
  - a) For loans between RM 1,000 but not exceeding RM 2,500.00 the repayment period shall be 1 year.
  - b) For loans RM 2,500 and above but not exceeding RM 5,000 the repayment period shall be restricted to a maximum of 2 years.
  - c) For loans RM 5,000 and above the repayment period shall be restricted to a maximum of 4 years.
4.
  - a) The minimum Repayment Period shall not be lesser than 1 year or 12 months.
  - b) The maximum Repayment Period shall not exceed 4 years or 48 months.
5. Any early settlement of loan shall be levied with 2 months interest chargeable as per agreement.
6. The interest rate is 9% per annum on a yearly rest. The interest will be calculated on the Principal Loan amount and multiplied by the Repayment Period.
7. Each applicant shall provide one guarantor for the loan if the applicant doesn’t qualify for exemption under clause 2. The guarantor must be an employee in any licensed Bank in Malaysia.
8. Cross guaranteeing is strictly **NOT** allowed.
9. Members of **KOBANK** are allowed to have a maximum of 2 (two) loans with **KOBANK** at any point of time.
10. The Monthly Repayment amount shall be the total of the Principal Amount and Interest Charged spread equally into the number of months of the Repayment Period.
11. The Monthly Repayment shall reach **KOBANK** not later than the 7<sup>th</sup> working day of the month.
12. The borrower will be levied a Late Payment Charge if the Monthly Repayment is received after the 7<sup>th</sup> working day of the month.
13. The Late Payment Charge is 5% of the Monthly Repayment amount or RM50.00 whichever is lower.

14. **KOBANK** may change the **Terms & Conditions** by giving prior notice to the **borrower**.
15. The borrower undertakes to sign such further documents as may be requested by **KOBANK** from time to time.
16. **KOBANK** may terminate the agreement by written notice without assigning any reason for termination provided that **KOBANK** has reasons to believe that the member has breached any of the terms and conditions set out in the Offer Letter. Termination in this case shall be the recalling of the loan in full settlement shall be followed by a recall of balance of the loan amount payable upon demand.
17. The **borrower** shall make arrangement with his employer to pay his Monthly Repayment through his/her salary. In the event if such an arrangement is not possible, the **borrower** has to give a Standing Instruction with the Bank he/she is employed with which shall be irrevocable without the consent of **KOBANK**. All incidental charges incurred shall be borne by the **borrower**.
18. Payment by the **borrower** to **KOBANK** shall not be considered to have been made until the relevant funds have been received for value by **KOBANK** and entered into **KOBANK's** general records.
19. In the event the borrower has defaulted in excess of 2 months installments, **KOBANK** shall reserve the right to inform the employer of the **borrower** of such monies owed and if necessary request assistance in the recovery by whatever means.
20. In the event the **borrower** defaults his/her Monthly repayment for 3 months **KOBANK** reserves the right to demand the full settlement of the loan. This may be proceeded with legal or any other actions that are deemed fit.
21. **KOBANK** reserves the right at any time to disclose to an appointed Debt Collection Agency the relevant information and details pertaining to the **borrower**, **guarantor** and loan outstanding.
22. The **borrower** shall be liable to pay **KOBANK** all legal costs, charges and expenses which **KOBANK** may incur in enforcing or seeking to enforce the loan agreement or in obtaining or seeking to obtain payment of all or any part of monies owing by the **borrower** to **KOBANK**.
23. The **borrower** and the **guarantor** shall be jointly and severally liable to **KOBANK** for all sums and payment due to **KOBANK** arising from the borrower defaulting in his/her Monthly Repayment or any breach as per **clause 16** or no longer employed in a Bank as per **clause 25**.
24. The **borrower** and **guarantor** hereby agree that in the event that any action is taken in the Malaysian Courts in respect of this **Terms and Conditions**, the legal process and other documents may be served by posting the documents to the **borrower** and **guarantor** at the last known address of the **borrower** and **guarantor** in **KOBANK's** records and such service on the fifth day after posting, be deemed to be good and sufficient service of such process and documents.
25. The **borrower** shall pay the loan amount in full if he resigns from or is no longer employed by the bank.

\* **1 share = RM 100.00 in the respective individual Kobank Account.**

**Guarantor's Particulars.**

<b>NAME</b>	
<b>NRIC NO</b>	
<b>OFFICE ADDRESS</b>	
<b>OFFICE TEL NO.</b>	
<b>HOME ADDRESS</b>	
<b>HOME TEL NO.</b>	

I hereby declare that the foregoing is a full and true statement and I now undertake to refrain from borrowing from any other source other than Kobank except with the prior consent of the Board of Management. I have read and understood the Term and Conditions imposed by the Cooperative. I agree to abide and be bond by the Term and Conditions of Koperasi Pekerja-Pekerja Bank Malaysia Berhad.

.....  
**Membership No.**

.....  
**Signature of Applicant**

**Requirement :**

1. Photocopy of NRIC (Applicant and Guarantor).
2. Latest Salary Statement for 2 months (Applicant and Guarantor).

