

JAMHURI YA MUUNGANO WA
TANZANIA
MFUKO WA PENSHE NI WA LAPF
LAPF PENSION FUND

LAPF/LON.2



PICHA YA
MUOMBAJI

EDUCATION LOAN APPLICATION FORM/FOMU YA MAOMBI YA MKOPO WA ELIMU

A: APPLICANT'S DETAILS/ TAARIFA ZA MUOMBAJI

1. Full Name/**Jina Kamili**.....
2. Gender (Male/Female)/**Jinsia(Me/Ke)**.....
3. Designation/**Cheo**.....
4. Employer/**Mwajiri**.....
5. Check / Lapf Number(**Namba ya mshahara/LAPF**).....
6. Date of birth/**Tarehe ya kuzaliwa**.....
7. Date of first employment/**Tarehe ya ajira ya kwanza**.....
8. Date of confirmation/**Tarehe ya Kuthibitishwa kazini**.....
9. Basic Salary/**Mshahara ghafi kabla ya kodi**
10. Do you have other existing loan(s)? (YES) / (NO)/**Una mkopo mwingine**.....
 - a) If yes state total loan deductions from your salary/**Kama ndio elezea Jumla ya makato ya mkopo huo**
 - b) State the lender (s) /**Mtaje mkopeshaji**.....
 - c) For what purpose e.g. education, housing etc / **Madhumuni ya mkopo**.....
 - d) Date issued /**Tarehe uliyopokea mkopo**.....
11. Postal Address/**Anuani ya Posta**.....
12. Physical Address/**Anuani ya Makazi**.....
13. Office Telephone/**Simu ya Ofisi**.....Mobile/**simu ya mkononi**.....
13. Institution admitted/**Chuo ulichodahiliwa**.....
14. Programme admitted/**Kozi uliyodahiliwa**.....
15. Duration of the programme admitted/**Muda wa kozi**

B: LAPF LOAN/MKOPO WA LAPF

1. State the fee amount to be paid to the institution in the/Taja Kiasi kitakacholipwa kwenye taasisi kwa

1st Year

Mwaka wa 1

2nd Year

Mwaka wa 2.....

3rd Year

Mwaka wa 3

4th Year

Mwaka wa 4.....

5th Year/**mwaka wa 5**.....

Total loan amount/**Jumla ya mkopo**.....

D. ATTACHMENTS/VIAMBATANISHO

- 1. Admission letter from the respective institution/**Barua ya udahili toka Taasisi husika**
- 2. Fee structure/Invoice from the respective institution/**Mpangilio wa Ada ya taasisi husika**
- 3. Permission/release/acceptance letter from the employer **Ruhusa ya kwenda masomoni kutoka kwa mwajiri**
- 4. Certified copy of recent salary slip/**Kivuli kilichothibitishwa cha hati ya mshahara**
- 5. Certified copy of confirmation letter/**Kivuli kilichothibitishwa cha barua ya kuthibitishwa kazini**
- 6. Copy of membership card/ **Nakala ya Kitambulisho cha uanachama.**

E: DECLARATION BY THE APPLICANT/TAMKO LA MUOMBAJI

I (Full Name)/ **Mimi (Jina kamili)**hereby do declare that the information given here in is correct and complete for the Fund to consider me for the loan. I also declare that any misrepresentation of information given in this education loan application form lead to disapproval of this loan and may lead to legal action against me/**Natamka hapa kwamba taarifa zilizotolewa ni sahihi na kamilifu kwa mfuko kunifikiria kwa mkopo. Na pia natamka kuwa taarifa zozote zisizosahihi zitapelekea kutopatiwa mkopo huo na pia kuchukuliwa hatua za kisheria**

.....

Applicant's Signature/**Saini ya muombaji**

Date/**Tarehe**.....

F:EMPLOYER`S CERTIFICATION AND GUARANTEE/UTHIBITISHO NA UDHAMINI WA MWAJIRI

I (Full Name)/ **Mimi (Jina kamili)**certify that the particulars of the employee as recorded above are correct/ **Nathibitisha kwamba taarifa za mwajiriwa zilizonukuliwa hapo juu ni sahihi. And/Na** Do here by consent to allow (Full Name)**Na ninatoa idhini kuwa** (Jina Kamili) to be considered for education loan to pursue his/ her studies at (university/college)/**afikiriwe kupewa mkopo wa elimu kumwezesha kufanya masomo katika chuo kikuu/chuo cha**..... and guarantee his/her recovery of the applied loan throughout the period, I also declare that the maximum deductible amount of applicant is/**na kukuhakikishia urejeshwaji wa mkopo uliyooombwa kwa kipindi chote cha mkopo na kuthibitisha kwamba kiasi cha juu cha makato ya mwombaji kitakua Tsh**..... will be maintained throughout the loan recovery period/**Kitazingatiwa kwa kipindi chote cha mkopo**

Furthermore, I hereby do declare that the employee is under employer's training Programme and will continue to earn salary in the PAYROL during his/her studies.

Pia, nathibitisha kwamba mwajiriwa yupo kwenye mpango wa masomo wa mwajiri na ataendelea Kulipwa mshahara katika kipindi chote atakachokuwa masomoni.

Name/*Jina*.....

Designation/*Cheo*.....

Signature/*Saini*.....

Date/*Tarehe*.....

Employers Rubber Stamp/Seal
Lakiri/Muhuri wa Mwajiri

Note: certification and guarantee should be done by competent authority
Zingatia: Uthibitisho na udhamini wa Mwajiri ni lazima utolewe na Afisa mwenye mamlaka na hadhi kamili

H: FOR OFFICIAL USE ONLY/**KWA MATUMIZI YA OFISI TU:**

CERTIFICATION BY ZONAL MANAGER/**UTHIBITISHO WA MENEJA WA KANDA**

This is to certify that/**Hii ni kuthibitisha kwamba**.....has submitted Education Loan form he/she does qualify/ does not qualify for the following reasons/**amewasilisha fomu za maombi ya mkopo wa Elimu anakidhi/hakidhi vigezo vya kupata kutokana na sababu zifuatazo**.....

(If qualifies) I forward to Head office for further processing/**Kama anakidhi vigezo) Nazileta Makao Makao Makuu ili zifanyiwe kazi zaidi.**

Zonal Manager's name(**Jina la Meneja wa kanda**).....

Signature/**Saini**.....

Date/**Tarehe**.....

Official Rubber Stamp/**Muhuri Rasmi**