

**PRIVATE SECONDARY EDUCATION AUTHORITY**

**APPLICATION FOR AN ADVANCE TO PURCHASE A MOTOR VEHICLE**

(To be printed in recto verso format)

To : Director, P.S.E.A

**PART A: TO BE FILLED IN BY THE APPLICANT (IN BLOCK LETTERS)**

1. Surname: .....

Name: .....

ID No.:

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Residential Address: .....

Telephone Number: (Office) ..... (Residence) ..... Mobile .....

Post Held: ..... Monthly Salary (Rs) : .....

Name of School : .....

Bank Name : ..... Branch : .....

Bank A/C No. :

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I, the undersigned, hereby apply for an advance of Rs ..... for the purchase of a motor car as described below :-

Make and Model: ..... Rating cc: .....

Name of Seller : .....

Address of Seller : .....

Registration No. : ..... New/Reconditioned (imported)/Second hand : .....

2. *I have/have not\* opted for the revised salaries and conditions of service prescribed in the **PRB 2021** Report.*
3. *This is my first/second/third\* advance for the purchase of a motor car/cycle on which duty has been/not been\* remitted.*
4. *I undertake to sign an agreement in the form of **Accts F241** and to abide by the terms and conditions as printed on the form in case the application is approved.*
5. *I undertake to submit all the relevant documents and to refund any amount of Loan given in excess of requirement.*

Date : ..... Signature of Applicant : .....

Date : ..... Signature of Manager : .....

\* Delete whichever is not applicable.

**The following documents must be produced to the PSEA before the application can be considered:**

- |                                                                   |                                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| (a) For a new car                                                 | Quotation from Seller                                                                                                                                                                                                                                                                                                    |
| (b) For a reconditioned car imported in the name of the applicant | Supplier's invoice, Bill of Lading, Certificate of Inspection and Certificate of Registration from exporting country, Bank's Advice for Payment and copy of Custom's Bill of Entry.                                                                                                                                      |
| (c) For a second hand car purchased locally                       | Letter of Intent from the vendor stating, make/model and registration number of vehicle, photocopy of Certificate of Registration and an original certificate issued by the NTA to the effect that the car is not burdened with any lien. Copy of vendor's ID. A surveyor report stating the true value of the motor car |

**PART B : TO BE FILLED IN AND SIGNED BY THE SUPERVISING OFFICERS**

**1. HUMAN RESOURCE SECTION**

I Certify that Mr/Mrs/Miss\* .....

- (i) holds a substantive post of ..... and is drawing a monthly salary of Rs .....
- (ii) is/is not\* eligible to purchase a motor car on which duty is remitted and is qualified for a loan to purchase a motor car under paragraph 16.2.22 (i)/16.2.22. (ii)/16.2.22 (v)/16.2.45 (a)/16.2.45 (c)/16.2.45 (f)/16.2.45 (i)/16.2.15(...) of **PRB Report 2021.**
- (iii) has/has not\* opted for the revised salaries and conditions of service prescribed in the **PRB 2021 Report.**
- (iv) is not on pre-retirement leave, or on leave without pay or under interdiction and (v) the above particulars have been verified and are correct.

.....	.....	.....	.....	<b>454-7031</b>
<b>Name</b>	<b>Signature</b>	<b>Status</b>	<b>Date</b>	<b>Contact No.</b>

**2. FINANCE SECTION**

I certify that Mr/Mrs/Miss\* .....

- (i) (a) is not indebted to Government in respect of any advance for the purchase of a motor car.
- (b) was granted an advance for the purchase of a motor car on .....and that such advance was cleared on..... as per D.V No..... (ii) the advance account to be debited ..... and
- (iii) the above particulars have been verified and are correct.

.....	.....	.....	.....	<b>454-7031</b>
<b>Name</b>	<b>Signature</b>	<b>Status</b>	<b>Date</b>	<b>Contact No.</b>

**3. RECOMMENDATION OF ACCOUNTING OFFICER**

I therefore, recommend that he/she\* be granted the advance applied for.

**Name** : Mrs Aryawattee BOOLAUKY, CSK

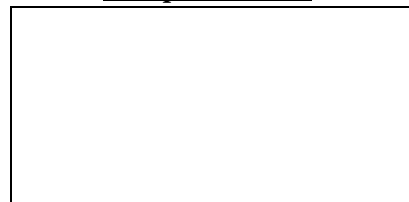
**Signature** : .....

**Status** : DIRECTOR

**Date** : .....

**☎ No.** : 454-7031

**Stamp of P.S.E.A**



**PART C : FOR USE BY THE TREASURY**

**Accountant-General**

1. The application is/is not\* in order.
2. The advance applied for is Rs..... and does not exceed the equivalent of 12,15,18 or 21 months' salary of the officer.
3. Funds are available.

**Date** : ..... **Signature of Officer i/c Car Loans:** .....

\* Delete whichever is not applicable

**Application Approved**

**Date** : .....