



## Public Service Union of Belize

P.O. Box 458, Hilltop, Belmopan City, Belize, C.A.  
Internationally affiliated with PTTI, PSI and CPSA

\*All fields and forms must be completed or application will not be considered.

### Section 1: Personal Information

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initials: \_\_\_\_\_

#### Date of Birth

\_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age: \_\_\_\_  
dd mm yy

Gender: \_\_\_\_ Male \_\_\_\_ Female

#### Marital Status

\_\_\_\_ Single \_\_\_\_ Widowed  
\_\_\_\_ Married \_\_\_\_ Separated  
\_\_\_\_ Common Law

Number of Dependents: \_\_\_\_

#### Nationality

\_\_\_\_ Belizean \_\_\_\_ Other

\_\_\_\_  
If other please state here

Social

Security No: \_\_\_\_\_

### Section 2- Address Details

\_\_\_\_\_  
No Street Village/Town/City District

\_\_\_\_\_  
Home Phone Mobile Phone Email Address

### Section 3 - Employment Details

Employer/Department: \_\_\_\_\_

Position: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Office Fax #: \_\_\_\_\_

Date entered Public Service: \_\_\_\_\_ Open Vote/P.E. \_\_\_\_\_

End date with Government of Belize (pensioners): \_\_\_\_\_

Number of years working for Government of Belize: \_\_\_\_\_

Monthly Income: \_\_\_\_\_ Yearly Income: \_\_\_\_\_

#### Section 4—Monthly Expenses

**K. List all Financial Institutions you currently pay monthly.**

Bank/Credit Union/Courts	Loan Type Eg. Mortgage/vehicle/school/ medical etc	Monthly Payment

- Attached additional information separately if space is not enough. PSU reserves the right to request that members provide authentication of the amounts from the institutions listed in K.

**L. Please list the amounts you contribute to each expense below monthly.**

Electricity:\$\_\_\_\_\_ Water:\$\_\_\_\_\_ Cable:\$\_\_\_\_\_ Groceries:\$\_\_\_\_\_ Rent:\$\_\_\_\_\_  
Miscellaneous:\$\_\_\_\_\_ Other:\$\_\_\_\_\_

**Loan purpose: Tick the reason for applying for a Loan**

\_\_\_ Medical Expenses                      \_\_\_ Tuition Fee/School Expenses  
\_\_\_ Car Purchase / Repair              \_\_\_ Bills Payment  
\_\_\_ Travel                                      \_\_\_ Others \_\_\_\_\_  
\_\_\_ Appliance/Furniture Purchase      Please state here  
\_\_\_ Home Improvement

**Amount: \$\_\_\_\_\_**

- Minimum \$1,000.00 and maximum \$2,000.00
- Interest is 8.5% which is deducted in advance
- Administrative fee is \$5.00 which is deducted in advance
- The Loan is insured. The cost of the insurance is dependent on amount borrowed and repayment period. This amount is deducted in advance.

**Section 5 – List one next of kin and one reference**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Email: \_\_\_\_\_

Relation to Applicant: Next of Kin \_\_\_\_\_ No. of years known applicant: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_ Email: \_\_\_\_\_

Relation to Applicant: \_\_\_\_\_ No. of years known applicant: \_\_\_\_\_

**Application Mandatory Checklist**

- Applicant must currently be working with the government for a minimum of 2 years.
- All fields must be completed or your application may be determined to be void.
- Provide a clear copy of your Social Security card or Passport.
- Provide a Letter of employment issued in the last six months.
- Provide Proof of Address. A utility bill issued in the last three months. If the utility bill is not in your name, provide the bill, a letter from the person whose name appears on the bill confirming you reside at the address and a clear copy of their photo identification.
- Retirees/Pensioners who continue to be members of the PSU need to provide proof of employment that they were working with the Government of Belize. This can be in the form of a declaration form stating that you were a member of the public service signed and stamp by a Justice of the Peace.
- A salary deduction authorization form **MUST** be signed and stamped by your Department's Finance Officer in order to receive disbursement of funds. (The form will be provided if your application is approved)
- Release letter from the bank or credit union where your salary is assigned. If your salary is not assigned, a letter from the bank/credit union stating that your salary is deposited there but is not committed to them.
- PSU reserves the right to change the interest rate to 12% if the member resigns from the Union prior to the maturity date of his/her loan.

## Promissory Note

I, \_\_\_\_\_ (Borrower) of \_\_\_\_\_ (Address) agrees and promises to pay to the Public Service Union of Belize the sum of (\$ \_\_\_\_\_) Dollars for value received, with interest at the annual rate of 8.5% from \_\_\_\_\_ (Date) until loan is fully repaid.

Should interest not be so paid, it shall thereafter bear like interest as the principal, but such unpaid interest so compounded shall not exceed an amount equal to simple interest on the unpaid principal at the maximum rate charged by commercial banks in Belize on loans of similar amounts. Should default be made in the payment of any installment of interest when due, the whole sum of principal and interest shall become immediately due and payable at the option of the holder of this note. Should suit be commenced or an attorney employed to enforce the payment of this note, I agree to pay such additional sum as the court may adjudge reasonable as attorney's fees in said suit. Principal and interest payable in the lawful money of Belize.

\_\_\_\_\_  
(Borrower) (Date)

\_\_\_\_\_  
(Lender) (Date)

\_\_\_\_\_  
(Witness) (Date)

### Statement of Applicant

In case of Death, I \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)

do hereby commit that my entire Loan balance with PSU Loan Scheme becomes immediately due and payable. I authorize the Treasurer to use/withdraw all my benefits from the PSU Death Fund and make said payable to my outstanding Loan Balance.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Treasury Department  
Belize City  
Accountant General,

Re: Balance of Loan Payment

I, \_\_\_\_\_ of \_\_\_\_\_  
(Name) (Address)

Presently working with the \_\_\_\_\_ Department in case of resignation or retirement, request and authorize the Accountant General of Treasury Department, Belize City to deduct from my benefits i.e. gratuity all my outstanding balance owing to PSU Loan Scheme. This balance should be forwarded to PSU Loan Scheme. If loan balance was not deducted from gratuity, please deduct from monthly pension until final payment is completed.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

**Branch Chairperson/Vice Chairperson's Recommendation (Please sign)**

**Chairperson Name** \_\_\_\_\_

Recommended \_\_\_\_\_  
Signature

Not Recommended \_\_\_\_\_  
Signature

Date: \_\_\_\_\_