

## **SBP Employees Welfare Trust**

**9th Floor, SBP, Main Building,  
I. I. Chundrigar Road, Karachi.**

Policy # <b>LP-03</b>	Title: <b>Loan Policy</b>	Approval Date: <b>10<sup>th</sup> July, 2017</b>
Revision # <b>1.1</b>		Revision Eff. Date: <b>20<sup>th</sup> Feb, 2019</b>

### **1. Scope and Purpose**

To provide financial support to members and to the dependents of deceased members, who qualify the criteria, set forth in this policy so as to inculcate peace of mind and sense of financial security amongst the members.

### **2. Terms and Conditions**

- 2.1. The repayment of the loan shall be in 60 monthly installments for all type of loans including Marriage Loan (ML), Education Loan (EL) and Financial Assistance Loan (FAL) or till retirement, whichever is earlier. In case of early retirement, all outstanding amounts shall be repaid in lump sum at the time of retirement.
- 2.2. In the event of death of the member, all outstanding balance of loans shall be converted into grant subject to post facto ratification of the Board of Trustees.
- 2.3. Particulars of the beneficiaries / members as mentioned in the application form shall be subject to verification as per SBP/SBP-BSC/ CNIC records.
- 2.4. The Scrutinizing Committee (SC) of the SBP Employees Welfare Trust is authorized to interpret and decide regarding various clauses of the policy during its implementation and settlements of claims subsequent to its implementation.
- 2.5. Upon approval of the loan by the SC, the applicant having no Salary/Pension and loan is to be recovered through post-dated cheques, shall provide two sureties from amongst the active employees of the bank with remaining service not less than 5 years. Further it shall be binding on the beneficiary to replace the sureties, if for any reason they are no longer employees of the Bank.

- 2.6. It shall be binding upon a member to ensure that the correct information and documents are provided to the Trust in support of his / her application for Loan. In case of any misstatement on part of member, the Trust may debar such member from further benefits of the Trusts for such a period as it deemed appropriate and / or cancel the membership permanently. Further, the Trust may also cancel any/all benefit availed by such members and may demand a full refund of all outstanding amounts. The members will, however, have the right to make an appeal to the Chairman of the Trust within 15 days from the date of receipt of such communication.
- 2.7. The serving members on probation period may avail loan facility after their confirmation in Bank.

### 3. Education Loan (EL)

- 3.1. The Trust shall provide Loan to members to cover their educational expenses;
- 3.2. Beneficiaries will be entitled to avail loan;

<b>Beneficiary</b>	<b>Programs</b>	<b>Total Entitlement</b>
For each children of Members – Maximum for 4 children	Intermediate/ Graduation/ Post Graduation	Rs. 500,000 (Maximum outstanding at any point of time)
For serving Employee Members	Master in relevant subjects, Doctoral Studies/ Ph.Ds or Professional Certifications: ACCA, CFA, ACMA, FRM, Actuaries etc (except JAIBP)	Rs. 500,000 (Maximum outstanding at any point of time)

- 3.3. Beneficiaries' loan entitlement shall include all fees payable to the respective institution such as admissions / enrollment / registration, tuitions fee, examination fee and hostel charges etc. as the case may be.

- 3.4. Total outstanding balance of education loan for all eligible children of a member may not exceed to Rs. 1,000,000 (Rupees one million) at any point of time.
- 3.5. In respect of Graduate and Post Graduate Level programs, the loan will be available to the students admitted in any program including executive and part time courses/programs, offered by a HEC recognized university or an institution affiliated with a HEC recognized university or any foreign Institution/University abroad .
- 3.6. All institutions, bodies, and colleges (except professional certifications) must be registered with respective government/ chartered institution.
- 3.7. Educational loans to the members shall be granted on a reimbursement basis upon presentation of paid fee voucher of the institution within 3 months of the date of payment.
- 3.8. The SC may also give relaxation of up to 03 months in submission of the claims on case to case basis.
- 3.9. Beneficiaries shall also be required to submit results of previous session, if any, along with subsequent application for educational Loan.
- 3.10. The SC will approve a case for Loan in respect of a program. All subsequent approvals for loans concerning the semesters/sub-sessions of the specific program may be allowed by the Trust with the approval of the Secretary. However, any material changes in conditions resulting in additional financing within the same program will also be referred back for approval of the SC.
- 3.11. Members who are availing Reimbursement of Educational Expenses (REE) shall not be eligible for educational loan for the same child and tenure.

#### **4. Financial Assistance Loan (FAL)**

- 4.1. Financial Assistance Loan will be provided to the members of the Trust.
- 4.2. FAL shall be given to the members only in case of financial distress and it would be decided on case to case basis.

- 4.3. The maximum limit of FAL granted shall not exceed to Rs. 500,000/- subject to considering repayment capacity.
- 4.4. After grant of a Financial Assistance Loan, a member can apply for another FAL after repayment of all outstanding balance of previous FAL.
- 4.5. Members who are availing monthly stipend /REE shall not be eligible for FAL.

## **5. Marriage Loan (ML)**

- 5.1. The Trust shall provide Loan to members; to cover marriage expenses of himself / herself (once for serving members only), daughters and sisters.
- 5.2. The maximum amount of the loan shall be Rs.250,000/- at each instance.
- 5.3. The loans shall be granted on an advance basis i.e. before the marriage ceremony.
- 5.4. The applicant shall submit the Nikah Nama; which shall act as proof of marriage within 3 months of the solemnization of the marriage. Otherwise, monthly loan recovery shall be doubled till the 6<sup>th</sup> month of marriage and tripled afterwards.
- 5.5. Loan may also be granted at 'Rukhsati', in which case Nikah Nama shall be submitted along with application confirmation that Rukhsati is being held now and Marriage Loan has not been availed previously at the time of Nikah.

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## Change History

Sr.#	Document Section	Change Description	Change/ Approval Date	Updated version
01	Change History	A new section added (this page) to track changes to this manual		1.1
<b>Board of Trustees on SBP EWT approved following amendments in its 33<sup>rd</sup> meeting</b>				
02	2.1 Terms & Conditions	To delete word "Daughter", "Sister" as loan is renamed as "Marriage Loan"	20 <sup>th</sup> Feb, 19	1.1
03	2.5 Terms & Conditions	To exempt serving employees from providing sureties.	20 <sup>th</sup> Feb, 19	1.1
04	2.7 Terms & Conditions	To exclude loan facility for the members on probation	20 <sup>th</sup> Feb, 19	1.1
05	3.2 Education Loan	Loan to be awarded now to maximum 4 children, previously for 2 children	20 <sup>th</sup> Feb, 19	1.1
06	3.2 Education Loan	To add Master in relevant subjects for self-education loan	20 <sup>th</sup> Feb, 19	1.1
07	3.2 Education Loan	Amount of Loan to be treated as Maximum outstanding at any point of time instead of total loan disbursed	20 <sup>th</sup> Feb, 19	1.1
08	3.3 Education Loan	"Hostel Charges" included for re-imbursement	20 <sup>th</sup> Feb, 19	1.1
09	3.4 Education Loan	New clause added for maximum loan entitlement for all eligible children	20 <sup>th</sup> Feb, 19	1.1
10	3.5 Education Loan	Foreign Universities are allowed for Graduation & Post Graduation courses	20 <sup>th</sup> Feb, 19	1.1
11	3.11 Education Loan	Clarification regarding loan entitlement for a child availing REE	20 <sup>th</sup> Feb, 19	1.1
12	5 Marriage Loan	Renamed as "Marriage Loan"	20 <sup>th</sup> Feb, 19	1.1
13	5.1 Marriage Loan	To include one-time Self-Marriage loan for serving members	20 <sup>th</sup> Feb, 19	1.1