

**Appliance/Computer Loan  
Application Form**

Name	Date of Application	
Group/Unit	Employee No.	
Type/Model	Amount of Loan Applied For (Max of P200,000) <b>Pesos:</b>  (P _____)	
Cost of Appliance / Computer  P	Term of Payment (at 4% per annum)  <input type="checkbox"/> 5 years <input type="checkbox"/> 4 years <input type="checkbox"/> 3 years <input type="checkbox"/> Other _____	
Check Payable To	<div>Employee's Signature</div> <div>Date</div>	
<b>Accounting Verification</b>  Outstanding balance of appliance loan (if any) P _____ As of _____  Date of last availment (if any) _____  Term of payment _____		<b>Verified by</b>          <div>Date</div>
<b>Strategic Human Resources Verification/Approval</b>  Is net take home pay within requirement? <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Verified by</b>          <div>Date</div>
<input type="checkbox"/> Entitled <input type="checkbox"/> Not Entitled	Approved loan amount P _____	
<b>Approved by</b>	<b>Date</b>	

**CHECKLIST OF REQUIREMENTS :**

- ☐ Duly accomplished loan application form
- ☐ Quote from vendor or supplier
- ☐ Original official receipt in the name of the employee

### APPLIANCE/COMPUTER LOAN PROMISSORY NOTE

PROMISSORY NOTE NO. \_\_\_\_\_ Date \_\_\_\_\_

First deduction on \_\_\_\_\_ Makati City, Philippines

Due date \_\_\_\_\_

For value received, I promise to pay Ayala Corporation or order the sum of **PESOS:**

\_\_\_\_\_ **P** \_\_\_\_\_) in:

- ☐ One hundred twenty (120) semi-monthly installments or five (5) years;
- ☐ Ninety-six (96) semi-monthly installments or four (4) years;
- ☐ Seventy-two (72) semi-monthly installments or three (3) years; or
- ☐ \_\_\_\_\_ (\_\_\_\_) semi-monthly installments over \_\_\_\_\_ (\_\_\_\_) years, but in no case exceeding five (5) years,

and I hereby authorize Ayala Corporation to deduct the amount of **PESOS** \_\_\_\_\_ (**P** \_\_\_\_\_) from my salary every payday starting \_\_\_\_\_ until this loan is fully paid.

In the event that this note is not paid in accordance with its terms, I agree to pay interest at the rate of Twelve Percent (12%) per annum from the date of maturity to the date of actual payment and should the Company be obliged to institute legal action to enforce collection, Ten Percent (10%) of the amount due at the time of the institution of said action or One Thousand Pesos (**P**1,000.00), whichever is higher, shall be paid by myself as attorney's fees.

This promissory note is also subject to a penalty of Six Percent (6%) per annum in addition to the interest if this loan is not paid on the due date.

In connection with my appliance loan application, I wish to abide with the following regulations: (a) that I promise to inform the Company thirty (30) days in advance in case of resignation on my part; (b) in case of resignation/separation, I hereby authorize the Company to collect in full from the proceeds of my separation benefits the outstanding loan/s balance/s.

\_\_\_\_\_  
Printed Name and Signature of Employee