



## SBP EMPLOYEES WELFARE TRUST

### APPLICATION FORM FOR EDUCATIONAL LOAN

*(To be filled by beneficiary / applicant)*

**The Secretary,  
SBP Employees Welfare Trust,  
1<sup>st</sup> Floor, Boulton Market Building,  
M. A. Jinnah Road, Karachi  
(Application Form may also be submitted via e-mail to SBP EWT at sbpewt@sbp.org.pk)**

1	Name of the Applicant				
		(First Name)	(Middle Name)	(Last Name)	
2	Father's/Husband's Name				
3	C.N.I.C No. of Applicant				
4	Applicant's Status (Check One)	<input type="checkbox"/> In Service	<input type="checkbox"/> Retired	<input type="checkbox"/> Dependent of Deceased	
5	Relationship with Employee				
6	Index / PIN				
7	Designation				
8	Department & Office				
9	Date of Appointment / Retirement / Death	_____ (dd/mm/yyyy) of _____			
10	Monetized Salary/ Gross Pension / BF				
11	Residential/ Postal Address				
12	Contact Numbers	Home:	Mobile:	Ext.	
13	E-mail Address				
14	Outstanding Loans from SBP / SBP BSC				
		(Amount)		(Type of Loan)	
15	Loan Outstanding from SBP EWT				
		(Amount)		(Type of Loan)	
17	Detail of family members (Attach extra sheet if required)	Name	Relationship	Age	
		Job Place	Salary/Income (monthly)		
18	Detail of Assets (Attach extra sheet if required)	Property/Inv			
		SSC			
		DSC			
		Shares			
19	Other Sources of Income (if any)				

**Loan Particulars of the Student**

1	Student / Child's Name *		
2	Degree / Program	<input type="checkbox"/> Bachelors <input type="checkbox"/> Master <input type="checkbox"/> Other _____	
3	Discipline / Field of Study		
4	Duration of Program		
		(In Years)	(In Semesters)
5	Type of Loan Application	<input type="checkbox"/> Fresh Application <input type="checkbox"/> Installment of Approved Loan	
6	Mode of Payment	<input type="checkbox"/> Reimbursement of Paid Fee Challan **	
		<input type="checkbox"/> Request for Direct Payment to the Institution ***	
7	Loan Request Includes	<input type="checkbox"/> Admission Fee <input type="checkbox"/> Tuition Fee <input type="checkbox"/> Books <input type="checkbox"/> Other Remarks _____	
8	Amount of Loan Required		
		(Amount)	<input type="checkbox"/> Entire Year <input type="checkbox"/> Semester

\* Substitution of children name will not be allowed. Loan will be provided to maximum two children only.

\*\*Request for Reimbursement of Paid Fee Challan must reach EWT within two months of actual payment.

\*\*\* Request for Direct Payment to the Institution must reach EWT 15 days prior to due date.

\_\_\_\_\_  
(Application Date)

\_\_\_\_\_  
Signature of Beneficiary / Applicant

**DECLARATION:**

I solemnly affirm that I am financially distressed and have no other source of income except my pension / salary or as stated above as such I need Educational Loan from SBP Employees Welfare Trust for my child / children.

**Signature of Beneficiary / Applicant** \_\_\_\_\_

**Name of Beneficiary / Applicant** \_\_\_\_\_

- i. Approval of education loan request is subject to compliance with the rules, regulations, policies as laid down under the Educational Loan Policy of the SBP EWT and in case of dispute, decision of the Board of Trustees of SBP EWT will be final.*
- ii. SBP EWT reserves the right to seek confirmation from educational institution and seek any other additional information from the beneficiary which is in addition to the documentary requirements as mentioned at Para C of ELP.*
- iii. All applications shall be processed expeditiously to ensure timelines, however SBP EWT assumes no liability whatsoever for the denial of any admission in educational institution in case of delay in the communication of the final decision, due to any reason whatsoever.*

**Note:**

**Please attach copies of documents as per enclosed Annexure.**

**Copy to:**

**The concerned Chief Manager of the BSC Office**

**Documentary Requirements:**

**a. For entire educational program including first installment:**

Prescribed Application Form duly completed in all respects including signed undertaking / declaration of financial constraints, along with following documents shall be submitted:

- i. Original letter from Educational Institution will be required confirming:
  - a) Enrollment of student in the program.
  - b) Availability of Scholarship or other funding resources for the student (if any) as in such cases the quantum of assistance under the ELP will be reduced to the extent of the value of the scholarship/ stipends, funding so made available
- ii. Attested copy of Salary Slip / Pension Book /Bank Statement of beneficiaries along with copy of his/her CNIC.
- iii. Attested copy of CNIC of Student or Form 'B' whichever is applicable.
- iv. Proof of Admission in any HEC accredited Educational Institution along with its schedule of charges / fees.
- v. Original paid Fees Challan to be submitted with each loan application.
- vi. Surety on the prescribed format for entire amount of loan from two serving SBP / SBP BSC Employees (whose remaining service is more than the tenure of the loan / recovery period) on Stamp Paper.

**b. For subsequent installments during the program:**

- i. Attested copy of Marks Certificate of last examination if fees are paid in installments or wherever it is applicable.
- ii. Original paid Fees Challan.