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 **MINISTRY OF EDUCATION, YOUTH AND INFORMATION**

Checklist for Motor Vehicle Revolving Loan for Principals, Vice Principals, Master Teachers, Work Experience Teachers, Guidance Counsellors and Lecturers

1. Completed Application Form
2. Pro Forma Invoice from Dealer
3. Certificate of Fitness
4. Motor Vehicle Registration Certificate
5. Insurance Certificate
6. Two Guarantors
7. Certified Statement of Annual Salary and Net Monthly Salary
8. Last 3 Pay Slips
9. Driver’s Licence
10. Proof of Address - 2 recent utility bills as under:

*Electricity, Water, Telephone*

*Stamped copy of Mortgage or Rent Receipt*

1. Letter from Lending Institution stating:

 Purpose of the Loan

 Make and Age of Vehicle

 Institution’s Account Details

 Engine #

 Chassis #

 Original Loan Amount

 Current Loan Balance

1. At least two years permanent appointment, and have completed no less than ten years consecutive service with the Ministry of Education.

*SPAS-MoE M/VL Form2*