



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. **Must be in possession of the Motor Vehicle**
2. Should not be older than 57 years of age
3. Completed Application Form
4. Pro Forma Invoice from Dealer
5. Certificate of Fitness
6. Motor Vehicle Registration Certificate
7. Insurance Certificate
8. Two Guarantors
9. Last 3 Pay Slips
10. Driver's Licence
11. Proof of Address – one recent utility bill as under:

- Electricity, Water, Telephone*
- Stamped copy of Mortgage or Rent Receipt*

If the utility bills do not have the applicants or the guarantors name, a letter from a Justice of the Peace is needed to verify that the person resides at the address that is stated on the utility bill.

12. Letter from Lending Institution stating:
 - Purpose of the Loan
 - Make and Age of Vehicle
 - Institution's Account Details (account number, current or savings)
 - Engine #
 - Chassis #
 - Original Loan Amount
 - Current Loan Balance
13. At least two years permanent appointment, and have completed no less than ten years consecutive service with the Ministry of Education.