

UNIVERSITY OF COLOMBO

APPLICATION FOR A LOAN FOR THE PURCHASE OF A MICRO – COMPUTER

[U.G.C. Circular No : 367 of 9.5.88]

Emp No :

Loan No.....

A. 1. Applicant's full Name : Mr / Mrs/Miss/Dr /.Prof.

2. Designation

3. (a) Whether Permanent, Temporary or Casual?

(b) Whether confirmed in present post?

4. Department, Branch or Office to which you are attached :

5. Date of Appointment :

6. Monthly Salary :

Basic	: Rs
Allowance	: Rs
Total	: Rs.

B. 1. Residential Address :

2. (a) Date of Birth

(b) Age Years Month

C. 1. Amount of Loan applied for (in figures) : Rs.

(In words) : Rupees

2. (a) Name and Address of Supplier :

(b) Serial Number and date of Pro-form invoice, and price quoted:
(Annex copy of Pro – Forma Invoice)

3. Security Offered :

D. I do hereby declare that the forgoing statements are true, accurate and complete in all respects and are made with the intention of being relied upon by the University of Colombo in granting me a loan in terms of the provisions of University Grants Commission circular No. 367 of 9th May 1988. I also declare that no part of the loan will be utilize for any purpose other than the purchase of a Micro – Computer.

Date :

.....

Applicant's Signature

FOR OFFICE USE

(To be completed by the Establishment Branch)

I certify that the particulars stated in Section 'A' and 'B' of this application form are correct.

Transfer applied to other University :

.....

(Deputy / Senior Assistant Registrar / Establishment)

Date :

University of Colombo

Personal Computer Loan Agreement

THIS AGREEMENT is made and entered into on the day and date hereinafter mentioned between of (herein after called "**the Borrower**") which term where the context so permits shall mean and include the saidhis/her heirs, executors and administrators on the One Part and the University of Colombo having its main administrative building at the College House, No:94, Cumarathunga Munidasa Mawatha, Colombo 03 (herein after called as "**the University**") on the Other Part.

Whereas the Borrower has applied to the University for a loan for the purpose of purchasing for his own use a new personal computer.

NOW IT IS HEREBY AGREED AS FOLLOWS

1. The University agrees to advance and lend to the Borrower on or before the day of a sum not exceeding Rs..... required by the Borrower to purchase a new personal computer.
2. The Borrower hereby promises and agrees to repay to the University the said sum of Rs..... together with interest at four point two percent (4.2%) per annum by installments as determined by the Council.
3. The Borrower also hereby authorizes the University to deduct the installments monthly from the salary payable to him as an employee of the University.
4. The Borrower also hereby consents and agrees;
 1. To purchase the personal computer outright and not on hire-purchase terms.
 2. To utilize the entire loan for the purchase of the personal computer, and to produce the supplier's cash receipts in evidence of such purchase within one month from the date of receipt of the loan, for inspection by the Bursar or Assistant Bursar, of the University.
5. And it is hereby mutually agreed by and between the parties as follows.
 1. The liability of the Borrower to repay to the University the full amount advanced as aforesaid shall in no way be affected by any accident, damage to or loss of the micro-computer.
 2. The full amount of the said advance or such portion thereof as may be due for the time being, together with interest, shall forthwith become payable to the University, anything herein to the contrary notwithstanding,
 - a. If the Borrower ceases to be employed by the University.
 - b. On the death of the Borrower
 - c. If the Borrower shall commit any breach of the terms of this agreement.

IN WITNESS WHEREOF the said Borrower and the University have hereto set their hands at the places and dates hereinafter mentioned.

Signed by the said at
..... on theday of
..... two thousand and twenty

.....
Borrower's Signature

In the presence of (name of the witness, who should be the head of the
Department.....

Signature of witness

Occupation

Signed by : (Vice Chancellor/Registrar)

at the University of Colombo, on the day of

Two thousand and twenty

.....
(Vice Chancellor / Registrar)
(On behalf of the University as aforesaid)

In the presence of :

Name :

Signature :

Address : Salaries Branch – University of Colombo.

Occupation : Deputy / Senior Assistant Bursar.