

# INSTRUCTIONS FOR THE COMPLETION OF THE MOTOR VEHICLE LOAN APPLICATION FORM

1. This form is to be used by permanently appointed officers who are confirmed to posts to which travelling allowances are attached when applying for loans to assist with:
  - a. Purchasing new and used motor vehicles to be used in the performance of official duties.
    - i. New motor vehicles refer to models of the current or following calendar year of application.  
For example: for 2007, the 2007 or 2008 models.
    - ii. Used motor vehicles refer to models not more than five years old relative to calendar year of application.  
For example: for 2007, 2002 - 2006 models.
    - iii. Complete the application in **DUPLICATE**, i.e., two (2) sheets per application, for motor vehicle loans for purchase.
  - b. Motor vehicle repairs, which are granted to travelling officers whose motor vehicles are not more than ten (10) years old and have been deemed to be in need of repair by the Island Traffic Authority based on examinations as well as detailed estimates provided by the officers.
    - i. When applying for motor vehicle repair loans, this form should be accompanied by the standard Examination of Motor Vehicles (Government Officers) Form duly completed by Supervisor, Island Traffic Authority as well as an estimate of repairs.
    - ii. Particular attention must be given to items 6C. and 6D. for the purposes of this loan.
    - iii. Authority has been delegated to line ministries to grant loans up to \$39,000 to officers. However, application for loans of Forty Thousand Dollars (\$40,000) or more should be submitted for approval, through the respective Human Resources Management (HRM) or Personnel Departments, to Benefits Administration Cabinet Office.
    - iv. These loans are not intended for cosmetic or routine maintenance purposes, and will not be granted for servicing motor vehicles, replacement of tyres, point plugs, etc.
    - v. Complete a **single sheet ONLY** when applying for loans to assist with repairs.
2. All sections of the form should be completed in block letters (i.e., FULL CAPS) by the respective officers, with the appropriate accompanying/supporting documents attached. **Section A** is to be completed **BY THE APPLICANT**:
  - a. In **DUPLICATE** for loans to purchase motor vehicles
  - b. **SINGLE FORM** for repair loans.

Sections B, C and D should be completed by the respective officers as indicated.
3. Applicants should ensure that all attachments are submitted. Attachments include:
  - 3A. For loans to **PURCHASE** motor vehicles
    - a. Copy of appointment letter to substantive post. Only the substantive post should be entered at item 3.
    - b. Copies of pay slips for last three months, relative to the date of the application
    - c. Pro Forma Invoice, bearing both engine and chassis numbers for the vehicle. If dealers are used to import the vehicle, their GCT number should be reflected on the invoice.
  - 3B. For loans to **REPAIR** motor vehicles
    - a. Completed standard Examination of Motor Vehicles (Government Officers) Form
    - b. Estimate of repairs
4. Applicants and officers in their Human Resources Management (HRM) or Personnel Departments should make every effort to ensure that applications are duly completed as required, including affixing of signatures and attachments with the endorsement of Permanent Secretaries and Heads of Departments.

CIRCULAR NO. 2/75 - TREASURY NO. 53/2 IV - DATED 01 SEPTEMBER 1975

CIRCULAR NO. 2/75  
TREASURY NO. 53/2 IV

TREASURY  
PO BOX 495  
KINGSTON

1<sup>st</sup> September, 1975

In Circular No. 6 (Treasury No. 53/3) dated 30<sup>th</sup> October, 1963, the attention of Permanent Secretaries and Heads of Departments was invited to Treasury Circular No. 5, Treasury No. 928.37<sup>III</sup>, dated May 1955, which stated:

*'Permanent Secretaries and Heads of Departments are requested to forward to this Office, applications for transport loans on behalf of their travelling officers in sufficient time to at least ten (10) days for action to be taken thereon and replies to be given. On no account should the officer concerned attend or telephone to this Department in connection therewith unless specifically requested to do so for the purpose of signing Agreements or Bills of Sale.'*

2. Despite this, however, it is observed that officers have been visiting this Office and telephoning in such numbers that the officers in this Office dealing with applications are unable to devote themselves as they should to processing the applications.

In many instances the officers attending this Office have behaved in an unseemly manner and on occasion have used threatening language.

3. Permanent Secretaries and Heads of Departments are therefore again asked to inform their officers that they should not attend at this Office re their motor car loan applications unless they are required to sign Agreements or Bills of Sale.

.....  
A. R. MCKENZIE  
ACCOUNTANT GENERAL

GOVERNMENT OF JAMAICA  
MOTOR VEHICLE LOAN APPLICATION FORM

SECTION A: FOR APPLICANT USE ONLY (SEE INSTRUCTIONS OVERLEAF)

1. NAME \_\_\_\_\_

2. Ministry/Department \_\_\_\_\_

3. Substantive Post (TITLE & GRADE) \_\_\_\_\_  
3A. ON PROBATION: Yes ☐ No ☐ Copy of Appointment Letter for the Substantive Post ATTACHED: Yes ☐ No ☐

4. Salary per annum \$ \_\_\_\_\_  
Copies of your last three (3) payslips ATTACHED: Yes ☐ No ☐

4A. Allowance attached to the Post: Fixed ☐ Full Upkeep ☐ Commuted ☐  
(Kindly place a tick [☒] in the appropriate box)

4B. Area of Travelling (Parishes) \_\_\_\_\_

4C. Average monthly mileage of duty \_\_\_\_\_ km

5. Type of Vehicle to be purchased: ☐ NEW (Model of Current or Next Calendar Year) ☐ USED (Model not more than 5 Years Old)

5A. Make & Year/Age of Intended Purchase \_\_\_\_\_ Pro Forma Invoice ATTACHED: Yes ☐ No ☐

6. Granted a Motor Vehicle Loan (Purchase) prior to current application: Yes ☐ No ☐ 6A. Amount & Date of Last Loan \_\_\_\_\_

6B. Make and Age of Present Model \_\_\_\_\_

6C. Value of Present Unit by Supervisor, Island Traffic and Transport Authority \$ \_\_\_\_\_ Date \_\_\_\_\_

6D. Estimated Cost of Repairs of Present Unit recommended by Supervisor, Island Traffic and Transport Authority \$ \_\_\_\_\_

INDEBTEDNESS TO THE GOVERNMENT OF JAMAICA

7. Kindly place a tick [☒] in the appropriate box and complete statements.

	Monthly Repayment	Outstanding Balance		Monthly Repayment	Outstanding Balance
Computer Loan	<input type="checkbox"/> \$ _____	\$ _____	Miscellaneous Loan	<input type="checkbox"/> \$ _____	\$ _____
Motor Vehicle Repair Loan	<input type="checkbox"/> \$ _____	\$ _____	Salary Advance	<input type="checkbox"/> \$ _____	\$ _____
Motor Vehicle Insurance Loan	<input type="checkbox"/> \$ _____	\$ _____	Tert. Educ. Loan	<input type="checkbox"/> \$ _____	\$ _____

CONTACT INFORMATION

8. HOME ADDRESS: \_\_\_\_\_

8A. Telephone Numbers: \_\_\_\_\_ (Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile)

Signature \_\_\_\_\_ Date \_\_\_\_\_

SECTION B: FOR PERMANENT SECRETARY/HEAD OF DEPARTMENT USE ONLY

9. Recommended by Permanent Secretary/Head of Department (Kindly strike out the title which is not applicable): Yes ☐ No ☐

Signature of the Permanent Secretary/ Head of Department \_\_\_\_\_ Date \_\_\_\_\_  
(Kindly strike out the title which is not applicable)

NB: Your attention is invited to Circular No. 2/75 – Treasury No. 53/2<sup>IV</sup> dated 01 September 1975 (See copy overleaf)

SECTION C: FOR TREASURY USE ONLY

Deputy Accountant General Treasury & Deposits \_\_\_\_\_ Treasury PF/ \_\_\_\_\_

10. No. of Previous Loans \_\_\_\_\_ 11. Balance Outstanding on Last Loan \$ \_\_\_\_\_ at \_\_\_\_\_

12. Items 4A, 6A & 6B checked: Yes ☐ No ☐ 10 – 12 Checked \_\_\_\_\_ Verified \_\_\_\_\_

13. RECOMMENDATIONS: 13A. Loan \$ \_\_\_\_\_ 13B. Repayment Period \_\_\_\_\_ (months) FOR NEW CAR ☐ USED CAR ☐

14. Sureties: 1) \_\_\_\_\_ 2) \_\_\_\_\_

15. COMMENTS \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

SECTION D: FOR ACCOUNTANT GENERAL USE ONLY

16. A loan not exceeding \$ \_\_\_\_\_ is approved as above, subject to the usual terms and conditions in force.

17. COMMENTS \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_