



Authorised and Regulated by the FSA Firm No 214295

## ENERGY LOAN SCHEME APPLICATION FORM

*In Partnership with Lewisham Council*

To be eligible for an Energy Loan you need to be a member of the credit union

Maximum Energy loan £3,000 The Minimum £100.00

Loans are not available retrospectively

A single loan application can be made for more than one item provided it does not exceed the maximum £3,000

Maximum repayment 3yrs. £500 under must be paid within 1 year

ONLY ONE LOAN PER HOUSEHOLD

Please complete all sections of the form **in BLOCK CAPITALS** and check your answers carefully. Please put as much detail in as possible – it really does make approving loans much easier. **Failure to complete the form may delay the processing of your application.** If you need any help, please ring the office on 020 83148855.

**(Please ensure that in order to receive the loan you present a proforma invoice with the specification of the goods or services)**

**MEMBER DETAILS: \* Please complete loan application form and loan agreement form fully**

Name.....Membership number.....Payroll No:.....

Address.....

..... Postcode.....

Are you a Home Owner  Renting  Or Living with Parents:

Time at current address..... (If less than 3 years, please provide details of other addresses in the past 3 years)

Date of birth...../...../..... National Insurance number.....

Home telephone number.....Mobile number.....

### EMPLOYMENT / BENEFIT DETAILS

Employment status\* employed / self-employed / unemployed/retired

Name of employer..... ( Contracted Fulltime/Part time staff)Yes / No

Address of employer.....

Work phone number..... Can you be contacted here? \* Yes / No

No. of years with current employer.....Date Employed..... (If less than one year, please provide details of previous employment).....

### LOAN DETAILS

Purpose of loan: .....

**A LOAN WILL NOT BE CONSIDERED UNLESS ID DOCUMENTATION CONFIRMING PROOF OF IDENTITY AND PROOF OF ADDRESS HAS BEEN PRESENTED TO THE CREDIT UNION OFFICE.**

Amount requested £..... Repayment period..... (Year/months)

Data Protection Statement: In accordance with the principles of the Data Protection Act 1998, we will use your personal details for the purposes of managing your accounts with the credit union. Your personal details will be treated confidentially and will only be shared with other agencies for the purposes of credit referencing and debt recovery, for which purpose we hold a Category F consumer credit licence.

**ABOUT YOUR FINANCE** Please, include all household income and expenditure, plus balances of other borrowings.

Please specify monthly amount

Please specify monthly amount

Income	MEMBER £	PARTNER £	Household Expenditure	MEMBER £	PARTNER £
Take Home Salary/wages			Rent/mortgage*		
Income from Lodger/ other residence			Council tax		
State/Occupational Pension			Telephone/Mobile/Internet		
Child Benefits			Electricity / Gas		
Maintenance/CSA			/ Water rates		
Child/Working Tax Credit			Groceries/ Clothing		
Incapacity Benefit			TV Licence		
DLA/Carers Allowance			TV Rentals/Sky/Cable		
Total Income			Travel Expense: /Petrol/Road Tax/MOT/Service/Bus fares		
Please specify monthly amount			Car Insurance		
Other Loans	Monthly Repayment	Balance Owing	Childcare/Nursery fees		
Credit Card Repayment			Maintenance/CSA		
Hire Purchase Repayment			Home Insurance ( Building/contents		
Catalogue/Mail Order Repayment			Weekly Shopping (food & Toiletries)		
Bank Loan/ Car Repayment			Clothing/Hair		
Other Loan Repayment e.g. (Home Credit Company			Social		
			Other ( please specify		
Total of Other Loans			<b>TOTAL EXPENDITURE</b>		

*(Please read carefully before signing. Ask if any part is not clear)*

**I declare that:** I am / am not\* in good health and that, I do / do not\* require regular medical treatment. **(If you are not in good health, please complete the credit union medical form for insurance purposes)**

- 1) I am not indebted to any other credit union, bank or loan agency, either as a borrower or guarantor, except as stated above
- 2) I Agree to permit the credit union to carry out a credit bureau check on myself if they deem it necessary(NB A negative report will not necessarily effect your loan application)
- 3) I Understand that I will be required to maintain the minimum savings level, and cannot withdraw savings in my main saving account whilst I have a loan greater than my savings
- 4) I have read and understood the data protection statement regarding data sharing and agree to information being shared for non-commercial project purpose.

**I declare that the information I have given on this form is, to the best of my knowledge and belief, accurate and full information. I understand that the provision of false information is fraud and that the credit union may take appropriate action if I am found to have deliberately provided false or misleading information.**

Applicant's signature.....Date.....

***If you have declared your partner's income details as part of your overall income in applying for this loan, your partner will need to sign below confirming agreement for their information to be used in considering the loan and its repayments.***

Partner's Signature: .....Name.....Date.....

**(Please note that this application form will not be processed without your signatures)**

**FORMAL DECLARATION**

**OFFICIAL USE ONLY:-**

Date received..... Share Balance: £..... Loan Balance: £.....Deposit Method: Standing Order/ Payroll

Date of Last Loan: ..... Amount: £..... Date of Last Deposit: .....

Decision\* Approved / Refused / Referred: **APPROVED BY:**

Name.....Signature.....Date.....

Name.....Signature.....Date.....

Name.....Signature.....Date.....



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## **ENERGY LOAN AGREEMENT FORM**

*Please complete the **borrower's and signature section** of this form in order to receive your cheque funds cannot be released until this form is signed by you. (Compulsory)*

### **LENDER'S DETAILS ("THE LENDER")**

Name: **LEWISHAM EMPLOYEES** Credit Union Ltd

Registered address: 120 RUSHEY GREEN, CATFORD, LONDON SE6 4RU

The lender is a Credit Union registered under the Credit Unions Act 1979 which governs the operation of this agreement

**Mailing address: LEWISHAM TOWN HALL, CATFORD, LONDON SE6 4RU**

### **BORROWER'S DETAILS ("THE BORROWER")**

Name..... Membership number.....

Address.....

..... Postcode.....

Energy Loan Number: .....

### **LOAN DETAILS**

For: \_\_\_\_\_ Cheque No: \_\_\_\_\_

Date last instalment is due: \_\_\_\_\_

FOR VALUE RECEIVED I promise to pay LEWISHAM COUNCIL EMPLOYEES' CREDIT UNION LTD the sum of

£ \_\_\_\_\_ payable in \_\_\_\_\_ instalments of £ \_\_\_\_\_ EACH and one instalment of £ \_\_\_\_\_

The first of such instalments to be paid on \_\_\_\_\_ and a further instalment every MONTH until the full amount has been paid.

Security: SHARES

The borrower will be deemed by acceptance of this loan to have agreed to allowing an appointed council officer reasonable access to their property to check that the expenditure has been made on goods and services covered by the loan criteria. This does not necessarily mean that the borrower will be visited as a result.

**Proof of purchase: Once a loan has been approved and the purchase made a receipt should be produced as proof of purchase and provided to Crownsavers within 1 month. Failure to comply with this requirement may preclude the applicant from future energy loans.**

**TERMS OF THE AGREEMENT:-**

- 1. The Lender will lend and the Borrower acknowledges that they have received, the sum borrowed under this agreement. The Borrower will repay the Loan (i.e. the Total Amount Owning) by the repayments set out in the loan details above.**
- 2. The Borrower has the right to settle the Agreement early at any time by paying in full the balance of the Loan. The Lender will, on request, provide the Borrower with a written statement of the sums which have been paid and which remain outstanding under the agreement.**
- 3. The Borrower acknowledges that the details given on the Loan Application for this agreement are correct and will inform the Lender immediately of any change in financial circumstances, which may reduce their ability to repay the Loan, or of any change in their address.**
- 4. The Borrower agrees that the borrower's shares may not be withdrawn if the loan is in arrears and in any case may only be withdrawn such that the share balance is at all times at least balance with the loan balance**
- 5. If the Borrower fails to pay any amount due to the Lender under this agreement, or breaches any of its terms, the Lender has the right to demand early repayment of all or part of the balance of the Loan outstanding, together with any unpaid interest. The Lender will give the Borrower written notice not less than seven days before taking any action to recover any such sum. The Borrower acknowledges that, if any loan repayments are not paid, or are not paid after the agreed time, this may result in the Total Amount Payable under the Agreement being greater than the sum set out in the Loan details.**
- 6. If the Borrower misses two payments into their saving accounts, their saving will be transferred to pay off the existing loan balance and if at this stage your savings are insufficient to clear the loan the debt will be transferred to a debt collector or court action will be taken.**
- 7. In the event at any time the loan fall more than three months in arrears the loan shall be in default. The whole of the loan plus interest will become immediately repayable and the lender will be entitled to apply the value of the borrower's shares to the outstanding loan balance and any unpaid interest.**
- 8. The Borrower will be liable for any costs the Lender incurs in recovering sums due under the Agreement**
- 9. The Borrower at the time of signing this agreement is not in position of any information regarding the status of his/her employment that would endanger the repayment of the loan**

**SIGNATURES**

***This is a legally binding Agreement: sign it only if you wish to be bound by its terms. If you do not understand any part of this Agreement, you should take independent legal advice, for example from a local Citizens' Advice Bureau, Law Centre, or a Solicitor.***

Signatures: \_\_\_\_\_

Full name: \_\_\_\_\_  
(Borrower) (Guarantor, if any) (For the Lender)

Date: \_\_\_\_\_

**Security** shares: £..... I hereby acknowledge receipt of the cheque

**NOTE: The Borrower must be given a copy of this Agreement when all parties have signed**