

**MINISTRY OF FINANCE  
PUBLIC SERVICE ADVANCES FUND**

The following documents should be submitted to Treasury when applying for  
loan/service (Tick where appropriate)

- i. Two copies of application form
- ii. Current salary slip

**THE UNITED REPUBLIC OF TANZANIA**

**APPLICATION FOR AN ADVANCE/LOAN FOR THE PURCHASE OF A MOTOR VEHICLE/MOTOR CYCLE**

**PART A: FOR COMPLETION BY THE APPLICANT (Part A & D)  
(TO BE SUBMITTED TO THE PMG IN DUPLICATE)**

ii. Personal Particulars:

Full name .....

P. O. Box.....

iii. Physical Address:

Plot /House No.....Block.....Area .....

District ..... Region.....

Tel. No..... Mobile No.....

iv. Employment Particulars:

Ministry.....

Department.....

Vote.....Sub Vote.....Tel. No.....

Terms of Service .....

Date of Confirmation...../...../.....

Expected Date of Retirement...../...../.....

Designation.....

Salary Scale.....Check Number.....

Present Monthly Salary (TZS):- Gross .....Net .....

v. Amount of Advance required: TShs.....

vi. Bank account number (Salary Account number).....

vii. Advance is for purchase of Motor Vehicle/Motor Cycle.....

viii. Number of months over which it is desired to repay the loan/Advance..... (not exceed 72 months).

ix. Service charge of 3% will be added to the loan amount, and method of loan repayment will be deduction from monthly salary as per loan agreement.

x. Certification/Confirmation:

I certify that the above particulars are correct and confirm to ensure recoveries are made effectively as per the loan agreement.

.....

**SIGNATURE OF APPLICANT**

**DATE.....**

**PART B: FOR COMPLETION BY THE APPLICANT’S EMPLOYER (ACCOUNTING OFFICER)**

xi. I Certify that: -

- (a) To the best of my knowledge and belief, the above particulars are true and correct.
- (b) In my opinion the loan is suitable for the purpose for which it is required.
- (c) The applicant has no outstanding advance for purchase of a motor vehicle or Motor Cycle.
- (d) In my opinion the applicant will be able to afford the cost of running and maintaining the vehicle and of the repayments on the advance for which he is applying and I recommended that it be granted.

xii. Additional Comments if any:

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**ACCOUNTING OFFICER**

**Date:...../...../.....**

**PART C: FOR COMPLETION BY PMG OR APMG**

11. An advance of Tshs. ....Approved / not approved.

12. Repayment period: .....months.

13. Additional Comments and Instruments, if any:

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.....  
**SIGNATURE OF PMG/APMG**

**Date: ...../...../.....**

PART D

TANZANIA CIVIL SERVICE

AGREEMENT FOR AN ADVANCE/LOAN FOR THE PURCHASE OF  
A MOTOR VEHICLE/MOTOR CYCLE.

Agreement made this \_\_\_\_/\_\_\_\_/\_\_\_\_\_(D/M/Y) Between (Full name and designation ) .....

.....

(Hereinafter called the borrower on the one part) and the Government of Tanzania (hereinafter called the Government) on the other part, whereby it is agreed as follows:-

- (1) The Government agrees to advance to the borrower a sum of Tshs.....
- (2) The borrower agrees to repay the sum advanced together with the service charge of three per cent (3%) upon the said sum as and when directed by the Government.
- (3) The borrower agrees to repay the loan between ...../.....(month/year) and ...../.....(month/year)
- (4) The borrower agrees to provide information to the Public Service Advances Fund if salary deduction for the loan recovery does not start/stop contrary to agreement stated above.
- (5) The borrower hereby agrees to be held responsible for failure to repay the sum advanced within the prescribed repayment period. A penalty of 5% shall be charged for any late loan recovery.
- (6) If the purchaser shall die or leave the service of the Government before the sum advanced by the Government is repaid in full together with service charge due and owing thereon, then and in that case the whole of the balance of the said sum and service charge shall be forthwith payable by the borrower or his/her executors or administrators, as the case may be.

.....  
**SIGNATURE OF BORROWER**

**DATE**.....

**WITNESS OF THE BORROWER:**

WITNESS our hands the day and year above written.

Signed by the said (Name of Borrower).....

in the presence of Witness (Name of Accounting Officer).....

Signature of Witness .....

Address: .....

Occupation: .....

**WITNESS OF THE GOVERNMENT:**

Signed by: .....

(On behalf of the Government as foresaid in presence of:

.....

Signature of Witness: .....

of Treasury, Dar es Salaam.

.....

Signature of Office Signing on behalf of the Government