

PRIVATE SECONDARY EDUCATION AUTHORITY
APPLICATION FOR AN ADVANCE TO PURCHASE A MOTOR VEHICLE
(To be printed in Recto Verso Format)

To: Director, PSEA

PART A: TO BE FILLED IN BY THE APPLICANT (IN BLOCK LETTERS)

1. Title: Mr ☐ Mrs ☐ Miss ☐ Dr ☐

Surname:

Name:

ID No.: Email Address:

Residential Address:

Telephone Number: (Office) (Residence) (Mobile)

Post held: Monthly Salary (Rs)

Name of School:

Bank Name: Branch:

Bank A/C No. :

I, the undersigned, hereby apply for an advance of Rs for the purchase of a motorcar/cycle* as described below -

Make and model: Engine capacity (cc/kw*):

Name of seller:

Address of seller:

Registration No.: New/Reconditioned (imported)/Second hand*:

I have/have not* opted for the revised salaries and conditions of service prescribed in the **PRB 2026 Report**.

2. This is my first/second/third* advance for the purchase of a motor car/cycle*(fuel/hybrid/electric*), on which duty has been/not been* remitted.
3. I undertake to sign an agreement in the form of **Accts F 241** and to abide by the terms and conditions as printed on the form in case the application is approved.
4. I undertake to submit all the relevant documents (including the original Registration Book (Horse Power) clear of any lien) and **to refund** any amount of loan given in excess of requirement.

Date: **Signature of Applicant:**

Date: **Signature of Manager:**

***Delete whichever is not applicable**

The following documents must be produced to the PSEA for the application to be considered: -

- | | |
|---|--|
| (a) For a new/reconditioned car | : Original Quotation from seller (not more than one month old as at date of application. |
| (b) For a second hand car purchased locally | : Letter of intent from the vendor stating, make/model and registration number of vehicle, photocopy of Certificate of Registration and an original certificate issued by the NLTA to the effect that the car is not burdened with any lien and insurance quotation stating the insured value of the vehicle. |
| (c) For officer eligible to duty exemption | : Original Duty Free Certificate duly approved by MRA. |

Documents at (d) and (e) should be submitted by all Applicants.

- (d) Last Payslip of officer and photocopy of ID Card, proof of Bank A/C No. (eg. Bank Statement) and proof of confirmed reservation of the vehicle.(Such as receipt for part payment)
- (e) To produce original ID Card for signature of contract.

PART B: TO BE FILLED IN AND SIGNED BY THE SUPERVISING OFFICERS

1. Human Resource Section

I certify that Mr./Mrs./Miss*

- (i) holds a substantive post of and is drawing a monthly salary of Rs
- (ii) is/is not* eligible to purchase a motor car/cycle* on which duty is/is not* remitted and is qualified for a loan to purchase a motor car/cycle* under paragraph/16.2.31(i)/16.2.31(ii)16.2.31(v) (21 or 15 months) of PRB Report 2026.
- (iii) has/has not* opted for the revised salaries and conditions of service prescribed in the PRB 2026 Report.
- (iv) is not on pre-retirement leave, or on leave without pay or under interdiction; and
- (v) the above particulars have been verified and are correct.

.....
Name Signature Status Date Tel. No. Fax No.

2. Finance Section

I certify that Mr./Mrs./Miss*

- (i) (a) is not indebted to Government in respect of any advance for the purchase of a motor car/cycle*
(b) was granted an advance for the purchase of a motor car/cycle* on and that such advance was cleared on as per P.V. No.
- (ii) the advance account to be debited: and
- (iii) the above particulars have been verified and are correct.

.....
Name Signature Status Date Tel. No. Fax No.

3. Recommendation of Accounting Officer

I therefore, recommend that he/she* be granted the advance applied for.

Name : Mrs Aryawattee BOOLAUKY, CSK

Signature :

Status : DIRECTOR

Date :

No. : 454-7031

Stamp of P.S.E.A

PART C: FOR USE BY THE TREASURY Accountant-General

1. The application is/is not* in order.
2. The advance applied for is Rs and does not exceed the equivalent of 12, 15, 18 or 21*months' salary of the officer.
3. Funds are available.

Date: **Signature of Officer i/c Car Loan:**

* Delete whichever is not applicable

Application approved

Date: **Signature of Accountant-General:**