



華僑中學

Hwa Chong Institution

Computer Loan Repayment Schedule

Employee	EMP Code	Dedn Code

Loan Amount _____

Loan Taken (dd/mm/yy) _____

Loan Repayment Schedule

No of Instalments _____

1st Instalment Amount _____

Subsequent Instalment Amount _____

Last Instalment Amount _____

Beginning Month (mm/yy) : _____ End Month (mm/yy) : _____

Please submit this form, duly filled, together with the GUARANTOR'S FORM



華僑中學

Hwa Chong Institution

Computer Loan Scheme

Guarantor's Form

Instructions:

1. This form should be typewritten or legibly written in Block Letters.
2. The guarantor must be at least 21 years of age.
3. The guarantor must either be a Singapore Citizen or Singapore Permanent Resident.
4. The guarantor must be a direct staff of the school.

I Personal Particulars

Name: _____ NRIC : _____

II. Guarantor's Declaration

- (a) I confirm that the above information given by me is true and correct.
- (b) I agree to stand as a guarantor for Hwa Chong Institution computer loan of \$ _____ taken by _____.
- (c) I am not indebted to Hwa Chong Institution for any outstanding loan and has not stood as a guarantor to any outstanding computer loan.
- (d) I will be required to sign Hwa Chong Institution computer loan agreement since I am standing as a guarantor.

I declare that I have noted the conditions as stated in part II and the contents of which are understood.

Signature: _____ Date: _____



華 僑 中 學

HWA CHONG INSTITUTION High School Section

MICROCOMPUTER LOAN AGREEMENT

AN AGREEMENT made between

(Name, NRIC number and Address of Employee)

Date of this Agreement

(hereinafter called **the Employee**) of the first part

and (Name, NRIC number and Address of Guarantor)

(hereinafter called **the Guarantor**) of the second part

and Hwa Chong Institution (hereinafter called **the School**) of the third part

WHEREAS -

- 1) The Employee is desirous of purchasing outright a microcomputer.
- 2) The Employee has requested the School to advance to him the sum of Dollars

(S\$) for the purpose of purchasing the said microcomputer which the School has agreed to do upon having the repayment thereof in accordance with the terms and conditions hereinafter appearing.

NOW IT IS HEREBY AGREED as follows :

- 1. In consideration of the sum of Dollars

(S\$)

(hereinafter referred to as **the principal sum**) to be paid by the School to the Employee, the Employee hereby agrees to repay the principal sum in monthly instalments of about equal amounts by allowing the School to deduct each instalment from his salary.

- 2. The Employee hereby agrees not to sell, let or dispose of in any way the said microcomputer until the whole of the principal sum has been repaid in full except with the special sanction in writing of the School.
- 3. If the Employee shall die or resign or retire from the service of the School or be dismissed from the said service before the principal sum advanced by the School have been repaid in full, then in such case the whole of the principal sum or the balance thereof remaining unpaid shall become immediately due and payable forthwith.

4. In consideration of the School advancing the principal sum to the Employee at the request of the Guarantor, the Guarantor hereby agrees severally: -
- (a) to make good any default on the part of the Employee in the payment of the said principal sum;
 - (b) to indemnify the School against all losses, damages, costs and expenses or otherwise which may be incurred by the School by reason of any default on the part of the Employee in performing and observing the terms, conditions and provisions herein contained and on his part to be observed and performed; and
 - © that he will not be discharged or released from this Agreement by any arrangement made between the Employee and the School with or without his assent, or by any alteration in the obligations undertaken by the Employee in this Agreement or by the forbearance by the School in respect thereof whether as to payment, time performance or otherwise.

As witness our hands the day and year above written.

Signed by the _____ Signed by _____
said Employee for and on behalf of Hwa Chong Institution

Signature of Witness _____ Signature of Witness _____
to the above signature to the above signature

Signed by the _____
said Guarantor

Signature of Witness _____
to the above signature