

Government of Mauritius

APPLICATION FOR AN ADVANCE TO PURCHASE A MOTOR VEHICLE☛ **To: Accountant-General****PART A : TO BE FILLED IN BY THE APPLICANT (IN BLOCK LETTERS)**

1. Surname:
- Name:
- ID No.: Email Address :
- Residential Address:
- Telephone Number: (Office) (Residence) (Mobile)
- Post held: Monthly Salary (Rs)
- Ministry/Department:
- Bank Name: Branch:
- Bank A/C No. :

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

Make and model: Engine capacity (CC):

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 2021 Report**.

2. This is my first/second/third* advance for the purchase of a motor car/cycle* (fuel/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:**

(a) For a new/reconditioned car/
new Motor-cycle : **Original Quotation** from seller (not more than one month old as at date of approval by Accountant-General)

*Delete whichever is not applicable

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

- (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 NTA 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 ID Card, proof of Bank A/C No. and proof of confirmed reservation of the vehicle.
- (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

(a) Date joined Service:

(b) Salary Scale:

(ii) is/is not* eligible to purchase a motor car/cycle* on which duty is remitted and qualified for a loan to purchase a motor car/cycle* under paragraph of **PRB 2021 Report**.

(a) State whether it is a 1st, 2nd, 3rd, 4th or 5th loan:

(iii) has/has not* opted for the revised salaries and conditions of service prescribed in the **PRB 2021 Report and EOAC**;

(iv) is not on pre-retirement leave, or on leave without pay or under interdiction; and (vii) 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 D.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.

Stamp of the Ministry/Department

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



PART C: FOR USE BY THE TREASURY Accountant-General

1. The application is 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: F/ Signature of Accountant-General: