



REPUBLIC OF BOTSWANA

COMPOSITE APPLICATION FORM FOR MOTOR VEHICLE ADVANCE AND GUARANTEE THEREOF IN TERMS OF THE MOTOR VEHICLE ADVANCE SCHEME

PART 1

APPLICATION FOR MOTOR VEHICLE ADVANCE

TO: Name of the Bank address

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1. Applicant's full name (Mr)*

Living at (Plot No./Ward/Village) Postal Address

Previous Physical Address for the past 2 years

Tele No: HomeWork Cell No. Email (Married)*

Home Village

Name of Chief/Headman Ward/Street name

Employed as

Ministry/Department

Salary Advice Slip Number

Next of Kin: Referee

Full Name Relationship Date of Birth

Physical Address: (Plot No Street/Ward name) and Postal Address.

Cell No AND

Referee: (Relative not staying with the applicant)

Full Name: Relation Date of Birth

Physical Address (Plot No, Street/Ward, /Village

Cell: No

Vehicle Details;

Make Model Type of body

Engine No: Chassis No: Registration No

If it is a used vehicle attach Roadworthiness Certificate

Invoice Price:

Less deposit:

Loan advance required

Name of supplier

Address of supplier

Telephone No..... Mobile: No.

- 2. I agree that this application on acceptance shall form the basis of the loan agreement between myself and the Bank.
- 3. I agree to repay the amounts falling due in respect of the sum advanced to me in **60** monthly instalments. I understand that the number of instalments may be more or less than the number stated herein before depending on the variation of the rate of interest chargeable and I understand further that payment of instalments will be effected by monthly deductions from my spouse's/my salary commencing on a date after notification by the Bank to the Accountant-General and that the Accountant-General will remit the instalments to the Bank.
- 4. I make this application in the knowledge that it constitutes an offer to contract with the Bank, legally binding upon me, and that in the event of your acceptance hereof this offer shall form an agreement legally binding upon me in its entirety. . **-seek guidance of Legal Office regarding the meaning of this clause**

Date

Signature of Applicant

PART II
APPLICATION FOR GUARANTEE OF MOTOR VEHICLE ADVANCE

TO: Permanent Secretary
Ministry of Finance and Economic Development
Gaborone

For and on behalf of the Government of Botswana (herein after called "the Government".)

1. I, the applicant named in Part I hereof, hereby apply to the Government of Botswana to guarantee repayment of the advance for Purchase of a motor vehicle applied for under Part I hereof with Bank (hereinafter called "the Bank") to myself in terms of its existing security agreement with the Bank. (Clarity with Legal office)
2. I certify that I hold Driving Licence number.....and that I will at all times maintain a valid Driving Licence
3. I agree to pay the monthly premiums under the Government Motor Vehicle Insurance Scheme by monthly deductions from the salary and I agree that the Accountant General will remit such premiums direct to the Insurer. I further agree that in the event that the amount due in respect of premiums shall at any time exceed the amount of the monthly premium for the time being applicable as recoded in the Certificate of Insurance issued under such Scheme in respect of the vehicle, such greater amount shall be so deducted and remitted.
4. In order that the insurance effected under the Government Vehicle Insurance Scheme is not invalidated I hereby declare that I will not permit the vehicle to be used for hire and that I will normally drive it myself and only permit it to be driven by a person who holds a valid driving licence.
5. I agree to use the vehicle on Government Service as and when required to do so.
6. I agree and undertake that in the event that I cease to be employed by the Government Service I shall forthwith pay to the Government the full balance outstanding in respect of the advance.
7. (a) In consideration of the Government agreeing with the Bank to guarantee the advance, I undertake to sign an agreement in the form required by the Government ceding to the Government all my right, title and interest in and to the ownership of the vehicle.
(b) I expressly acknowledge and understand that in terms of such cession:
 - (i) the vehicle will remain the property of the Government as registered owner throughout the period of the outstanding advance, and the cost of registration of the vehicle will be borne by me;
 - (ii) the Government will grant me the right to possess and use the vehicle but that I shall have no right to part with control of it, to pass any title to it or to use it by way of pledge or security during the period of the outstanding advance, and that my right to possession and use thereof shall cease forthwith upon any breach by me of my obligations under Parts I and II hereof or under the cession agreement;
 - (iii) upon any such breach the Government will have the right to repossess the vehicle forthwith and in the event of the Government becoming liable in consequence of such breach to pay any sum in terms of its guarantee to sell or otherwise realise to best advantage the worth of the vehicle in diminution or extinction of such liability;
 - (iv) the risk of any loss of or damage to the vehicle and of any liability to any third party arising from the use or existence of the vehicle during the period of the outstanding advance, irrespective of how such loss, damage or liability shall arise, will rest exclusively with me: and I will be obliged to indemnify the Government upon call against any such loss, damage or liability as may be incurred by or attach to it by reason of its ownership of the vehicle irrespective of whether the risk thereof is one covered by the Government Motor Vehicle Insurance Scheme;
 - (v) upon discharge by me of all my liability to the Bank in respect of the advance the Government shall transfer ownership of the vehicle to me and will consent to transfer of the registration thereof to me at my expense.
8. I make this application in the knowledge that it constitutes an offer to contract with the Government, legally binding upon me, and that in the event of the Government's acceptance hereof this offer together with the cession agreement herein before referred to shall form an agreement legally binding upon me in its entirety, provided that in the event of inconsistency between this offer and the cession agreement the cession agreement shall prevail.
9. I agree to indemnify the Government in respect of any liability it might incur by reason of any breach by me of my obligations under my agreement with the Bank for the advance and I further agree that any salary , gratuities, pension or other moneys due to me from the Government may be applied by the Government in diminution or extinction of any liability that the Government may incur to the Bank or to any other person arising from the Guarantee or from the use or existence of the vehicle during the period of outstanding advance or from any breach by me of my said agreement with the Government of my said agreement with the Bank.
- 10.

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Date

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Signature of Applicant

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Co-signature of spouse (where applicable) binding myself as co-principal debtor Subject to above conditions

PART III
RECOMMENDATION OF HEAD OF DEPARTMENT

1. I certify that Prof/Dr/Mr/Mrs/Miss*
of Salary Advice Slip Number is eligible for a Motor Vehicle Advance.
2. I certify that the terms of service of the above named Officer are Permanent and Pensionable/Contract, * that:-
(a) The Officer has been confirmed in his/her* appointment.
(b) The commencement and duration of his/her* Contract is:-
From20.....to.....20.....
3. I certify that the Officer qualifies for a loan to purchase a Motor Vehicle.
4. I certify that payment of the monthly instalments and insurance will not cause to the best of my knowledge, any financial embarrassment to the Officer.
5. I recommend that the application in respect of Prof/Dr/Mr/Mrs/Miss*
be approved in full up to a limit of P.....

•Strikeout whichever does not apply

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Date

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(Name and Signature) Head of Department

PART IV

Approval / Not Approved

Date.....

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(Name and Signature)
For/Permanent Secretary

PART V

- BANKS TO WHOM THIS LOAN GUARANTEE APPLIES:**
- BANK GABORONE OF BOTSWANA
 - STANDARD CHARTERED BANK BOTSWANA LTD
 - BARCLAYS BANK OF BOTSWANA
 - BOTSWANA SAVINGS BANK
 - STANBIC BANK BOTSWANA LTD
 - BANK OF BARODA
 - FIRST NATIONAL BANK OF BOTSWANA

- DISTRIBUTION OF THIS FORM (one copy each to)**
- Ministry of Finance and Economic Development
 - The Bank (whichever)
 - The Officers file at the Department
 - The Applicant