



REPUBLIC OF BOTSWANA

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

PART I

APPLICATION FOR MOTOR VEHICLE ADVANCE

(Please complete Parts I & II only and use the "Tab" key to navigate through the form when completing on-screen)

TO:

**Choose a bank.
GABORONE.**

1. I (Applicant's full name) **Mr. Enter your full names.** living at **Enter your full physical address .**
Postal Address **Enter your postal address ,** Previous Physical address for the past two years **Enter full physical address**
Telephone No. **Enter your home telephone number,** Work: **Enter your work telephone number ,** Cellphone No. **Enter your cell phone number ,** Email Address: **Enter your email address (Select marital status.),**
Home Village: **Enter your home village,** Name of Chief/Headman: **Enter your village chief,** Ward/Street name: **Enter your ward/street name** employed as,
Designation: **Enter your designation.**
Department: **Enter your department.**
Ministry: **Enter your ministry**
Salary Advice Slip Number: **Enter pay slip Number.** (From your salary slip) Passport Number: **Enter your passport number**

Next of Kin:

Full Name: **Enter relative's full names** Relation: **Choose an item** Date of Birth **Click to enter a date**
Cellphone No. **Enter relative's cellphone number** Employer: **Enter relative's employer**
Physical Address: **Enter relative's physical address** Postal Address: **Enter relative's postal address**

Referee:

Full Name: **Enter relative's full names** Relation: **Choose an item** Date of Birth **Click to enter a date**
Cellphone No. **Enter relative's cell phone number** Employer: **Enter relative's employer**
Physical Address: **Enter relative's physical address** Postal Address: **Enter relative's postal address**

Vehicle Details:

Make: **Enter vehicle make** Model: **Enter vehicle model** Type of body: **Choose an item**
Engine No. **Enter engine number** Chassis No. **Enter chassis number** Registration No. **Enter registration number**

If it is a used vehicle attach Roadworthiness Certificate

Invoice Price: **PEnter invoice price of vehicle.**
Less deposit: **PEnter your deposit if applicable.**
Loan advance required: **PEnter loan required.**
Name of supplier: **Name of supplier.**
Address of supplier: **Suppliers address.** Telephone No. **Enter supplier telephone number**
Mobile No. **Enter supplier mobile number**

Place of delivery: **Place of delivery.** Estimated date of delivery: **Enter estimated date of delivery.**

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 by **Enter loan period in months** 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.

.....
Date

.....
Signature of Applicant

.....
Co-signature of spouse (where applicable) accepting joint and several liability of repayment of loan

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 by **Choose a bank** Bank (hereinafter called "the Bank") to myself in terms of its existing security agreement with the Bank.
2. I certify that I hold Driving Licence number **Enter drivers licence number** and that I will at all times maintain a valid Driving Licence.
3. (a) I am married to **Enter spouse's full names** who is employed in the Public Service as **Enter spouse's designation** having Salary Advice Slip No **Enter spouses Salary Advice Slip Number** My said spouse has agreed to be jointly and severally liable with me for the repayment of the loan and that the sum of **PEnter amount to be deducted from spouse** shall be deducted monthly from his/her salary and paid directly to the Bank against my loan.
(b) I agree to pay the monthly premiums under the Government Motor Vehicle Insurance Scheme by monthly deductions from spouse's /my 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 applicable as recorded in the Certificate issued under such scheme in respect of the vehicle, such greater amount shall be so deducted and remitted.
(c) I agree to pay the monthly premiums under the Government Motor Vehicle Insurance Scheme by monthly deductions from my 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 applicable as recorded 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 hereinbefore 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 or of my said agreement with the Bank.

.....
Date

.....
Signature of Applicant

**PART III
RECOMMENDATION OF HEAD OF DEPARTMENT**

1. I certify that Mr/Mrs/Miss/Dr/Prof*
in the Ministry 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:-
From.....20..... 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 Mr/Mrs/Miss/Dr/Prof*
.....be approved in full up to a limit of P.....

•Delete whichever is not applicable

.....
Date

.....
Head of Department (Signature)

.....
Print Full Names

.....
Designation

PART VI

Approved/Not Approved

Name:

Signature.....

Official Stamp

Date.....

PART V

BANKS TO WHOM THIS LOAN GUARANTEE APPLIES:

STANDARD CHARTERED BANK BOTSWANA LTD
ABSA BANK BOTSWANA
BANK GABORONE (BOTSWANA) LTD
BOTSWANA SAVINGS BANK
BANK OF BARODA BOTSWANA LTD
STANBIC BANK BOTSWANA LTD
FIRST NATIONAL BANK OF BOTSWANA

DISTRIBUTION OF THIS FORM (one copy each to)

The Ministry of Finance and Economic Development
GLIF Administrators (AON)
The Bank (whichever)
The Accountant-General's Dept. (Forwarded via "The Bank")
The Officers file at the Department