

**1. Your details:**

Full name and title:	<input type="text"/>	Daytime tel. number:	<input type="text"/>
Address:	<input type="text"/>	Mobile tel. number:	<input type="text"/>
	<input type="text"/>	Stipend reference:	<input type="text"/>
	Postcode: <input type="text"/>	National Insurance number	<input type="text"/>

**2. Details of proposed car:**

Make & Model:	<input type="text"/>	Registration number:	<input type="text"/>
Name of Supplier:	<input type="text"/>	Is the vehicle? <small>(should not be more than 4 years old)</small>	new <input type="checkbox"/> or secondhand <input type="checkbox"/>
First registered:	month <input type="text"/> year <input type="text"/>	HPI / Car Data Check enclosed? <small>(required for all secondhand vehicles)</small>	YES <input type="checkbox"/> or NO <input type="checkbox"/>
Recorded mileage:	<input type="text"/>	Engine size:	<input type="text"/>
Insurance has been arranged with:	<input type="text"/>	Independent Engineer's report enclosed? <small>(see general note on page 2)</small>	YES <input type="checkbox"/> or NO <input type="checkbox"/>
		If the vehicle is to be converted to LPG fuel what is the LPG conversion cost?	<input type="text"/>
		<b>Full price of vehicle</b>	<input type="text"/>

**3. Amount of loan requested (see terms & conditions on page 2)**

a) Do you have an outstanding car loan with the Commissioners? YES  or NO  if yes, enter the capital sum outstanding as at the end of the current month: a

b) Advance to be paid by: **BACS** Sort code   
 Account number   
 Account name   
 or **cheque** made payable to  b

**Total loan (a+b)** c

Term of loan requested:  years  months (4 years will be assumed unless an alternative period is requested.)

**4. Your agreement (see terms & conditions on page 2)**

I authorise the Commissioners to make the total loan as set out in 3c above and to deduct the repayments of capital and payments of interest from my stipend (or subsequent pension) by equal monthly instalments for the term of the loan. I hereby undertake to abide by the terms set out on page 2 overleaf and, in particular, to repay the outstanding balance of this loan in full within three months of ceasing (for any reason) to be paid through the Church Commissioners' office or following the sale, theft, writing off through accident or other disposal of the car or should the car become permanently unserviceable. I undertake to have the car covered by comprehensive insurance throughout the term of the loan.

Signed:  Date:  /  /

When completed and signed this form should be sent to your Diocesan or Chapter Office (see general note on page 2)

**5. Diocesan/Chapter approval**

I know of no reason why this loan should not be granted.

Signed:  Diocese:  Date:

**6. For Commissioners' use only**

Net payment	<input type="text"/>	Loan processed by:	<input type="text"/>	Date processed	<input type="text"/>	Monthly instalment	<input type="text"/>
Annual rate	<input type="text"/>	Loan authorised by:	<input type="text"/>	Requisition number	<input type="text"/>	Requisition confirmed by:	<input type="text"/>

## Church Commissioners' National Car Loan Scheme Terms & Conditions

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| <b>1. Eligibility</b>         | <ul style="list-style-type: none"><li>o All serving clergy, deaconesses and licensed lay workers paid through the Church Commissioners' Clergy Payroll.</li><li>o Loans are only made for the acquisition of a vehicle.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>2. Term</b>                | <ul style="list-style-type: none"><li>o Normally up to 4 years</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>3. Rate of interest</b>    | <ul style="list-style-type: none"><li>o Interest will be charged for the duration of the loan at the Commissioners' National Car Loan Scheme rate in force when the loan commences. It will be calculated on the outstanding balance at the end of each month.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| <b>4. Repayments</b>          | <ul style="list-style-type: none"><li>o By equal monthly deduction from stipend or subsequent pension. We will send you a schedule of repayments. In the event of a full month's repayment not being made, the Commissioners may add further interest due to the capital sum outstanding.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>5. Redemption in full</b>  | <ul style="list-style-type: none"><li>o Voluntarily at any time (figure available on request from the Commissioners' Office).</li><li>o Full redemption will be required on leaving the Commissioners' payroll (i.e. resignation or death but not retirement unless there is insufficient church pension to cover the repayments).</li><li>o Full redemption will also be required on the sale, theft, writing off through accident or other disposal of the vehicle or should the vehicle become permanently unserviceable.</li></ul>                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>6. Lump Sum Repayments</b> | <ul style="list-style-type: none"><li>o Voluntarily at any time.</li><li>o If a loan is repaid in part either the level of monthly repayment or the term of the loan may be reduced, or both, as preferred. The repayment will take effect in the following month. We will send you a revised schedule of repayments.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>7. Replacement Loans</b>   | <ul style="list-style-type: none"><li>o A loan will not be granted within two years of the grant of a previous loan.</li><li>o If an applicant has an outstanding loan from the Commissioners, this must be repaid as part of the new loan granted (see 3a overleaf). The outstanding balance will be deducted from the sum sent to you.</li><li>o Please note that the scheme aims to provide finance towards one vehicle and a new loan will be granted only when the vehicle is changed. If the applicant wishes to retain the previous vehicle, the total value of the new loan granted by the Commissioners, including the capital outstanding on the previous loan, will not exceed the value of the new vehicle.</li><li>o Repayments on the new loan will commence in the following month. Interest will be charged on replacement loans at the rate in force from the first day of that month.</li></ul> |
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| <b>8. Maximum Loan</b>        | <ul style="list-style-type: none"><li>o The total loan (3c overleaf) must not exceed the lesser of either the value of the new vehicle or half the National Minimum Stipend.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>9. LPG conversions</b>     | <ul style="list-style-type: none"><li>o Providing that the total loan at 3c overleaf does not exceed the maximum loan, you may apply part of the loan to enable the vehicle you purchase to be converted to run on Liquid Petroleum Gas (LPG). You will undertake to provide a receipted invoice on completion of the LPG conversion.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>10. General</b>            | <ul style="list-style-type: none"><li>o Please consult your diocesan office about local arrangements for obtaining diocesan approval. In some areas you may be required to send the application to your Archdeacon.</li><li>o The vehicle to which the loan applies will be the property of the borrower.</li><li>o An HPI/Car Data Check is required for all secondhand vehicles.</li><li>o We recommend an independent engineer's report is obtained for all secondhand vehicles.</li><li>o Comprehensive insurance with a recognised company must be held throughout the term of the loan.</li><li>o The Commissioners reserve the right to refuse any particular application. In such a case, the Commissioners will give the applicant the reason(s) for refusal.</li></ul>                                                                                                                                  |
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