



HEDGE PENSIONS TRUST Pempamsie Housing Scheme



APPLICATION FORM

Please complete this form in **BLOCK LETTERS** and submit the completed form to Hedge Pensions Trust, No. 2 Valco Drive, Ministries Accra (Adjacent the CLOGSAG Building)
PLEASE NOTE THAT ONLY COMPLETED FORMS WILL BE PROCESSED



MORTGAGE APPLICATION REFERENCE NO.

1.0 APPLICANT'S PERSONAL DETAILS

TITLE FIRST NAME SURNAME

OTHER NAMES MAIDEN NAME (IF APPLICABLE)

DATE OF BIRTH MARITAL STATUS: SINGLE MARRIED OTHER: _____

MEMBERSHIP / STAFF ID MOBILE PHONE NUMBER NATIONALITY

RESIDENTIAL ADDRESS TOWN REGION

RESIDENTIAL GPS ADDRESS POSTAL ADDRESS HOMETOWN REGION

GHANACARD NUMBER EMAIL ADDRESS

NUMBER OF CHILDREN (IF ANY) NAME OF NEXT OF KIN MOBILE PHONE NUMBER

2.0 APPLICANT'S EMPLOYMENT

EMPLOYER NAME EMPLOYER PHONE NUMBER

EMPLOYMENT TYPE PERMANENT CONTRACT IF CONTRACT, STATE END DATE

DATE EMPLOYED NAME OF DEPARTMENT CURRENT ROLE/RANK/POSITION

3.0 APPLICANT'S EMPLOYER VERIFICATION

The (Name of Employer), confirms and warrants that the information provided above is true and not misleading; and that the applicant is an employee of this organization and all particulars provided by the applicant to the best of my knowledge are correct.

NAME OF HEAD OF DEPARTMENT OFFICIAL STAMP HERE SIGN: _____ DATE:

NAME OF APPLICANT SIGN: _____ DATE:



HEDGE PENSIONS TRUST

Pempamsie Housing Scheme



4.0 PROJECT DETAILS

PURPOSE: TO COMPLETE EXISTING PRIMARY RESIDENCE TO BEGIN CONSTRUCTION OF PRIMARY RESIDENCE TO EXTEND AN EXISTING PRIMARY RESIDENCE TO PURCHASE LAND FOR PRIMARY RESIDENCE

WHERE IS THE PROPERTY LOCATED? STATE FULL DETAILS INCLUDING DISTRICT OR MUNICIPALITY.

PROJECT SITE GPS ADDRESS

DO YOU OWN THE LAND? YES NO

DO YOU HOLD THE DEEDS OF TITLE / LAND CERTIFICATE? YES NO

DO YOU HOLD THE INDENTURE/ DEED OF CONVEYANCE? YES NO

DO YOU HAVE THE SITE PLAN? YES NO

IS THE PROPERTY ON A FAMILY LAND? YES NO

IF THE TITLE IS A LEASEHOLD, STATE THE NUMBER OF YEARS:

LANDS CERTIFICATE / DEEDS REGISTRY REFERENCE NUMBER:

HAS ANY WORK COMMENCED ON THE LAND? YES NO

IF SO, TO WHAT EXTENT?

PLEASE ATTACH THE FOLLOWING REQUIRED DOCUMENTS

- LAND TITLE
- INDENTURE
- SITE PLAN
- GHANA CARD
- MOST RECENT PAYSLIP
- PASSPORT PHOTOGRAPHS (2)
- MANDATE FORM AND OTP
- EVIDENCE OF BANK DETAILS
- ANY OTHER RELEVANT DOCUMENT

5.0 MORTGAGE REQUEST INFORMATION

MORTGAGE AMOUNT REQUESTED (IN FIGURES)

PROPOSED MORTGAGE REPAYMENT PERIOD

MORTGAGE AMOUNT REQUESTED (IN WORDS)

6.0 APPLICANT'S BANK DETAILS

NAME OF BANK

ACCOUNT HOLDING BRANCH

ACCOUNT NAME

ACCOUNT NUMBER

7.0 APPLICANT DECLARATION

By signing this form, I, _____, hereby declare that the information and details provided herein are complete and accurate. I acknowledge that Hedge Pensions Trust will not be held liable for any adverse consequences resulting from the accuracy of the above-provided details. I also declare that, at the time of this application, I do/did not own a house through any government agency.

SIGN: _____

DATE:



HEDGE PENSIONS TRUST

Pempamsie Housing Scheme



8.0 EMPLOYER DECLARATION

8.1 Has the applicant's status as an officer been confirmed?

YES NO

8.2 Have the applicant's personal details been verified to the best of your ability against official records?

YES NO

8.3 Please provide any additional information that you believe is relevant for Hedge Pensions Trust to consider regarding the application. For example, has the applicant submitted a notice of resignation, displayed indications of potential job changes or travel outside the country, or are there any ongoing disciplinary proceedings that could lead to dismissal?

8.4 I hereby commit to ensuring that while the officer remains indebted to Hedge Pensions Trust for the mortgage, consistent monthly deductions will be made at the source and remitted to Hedge Pensions Trust. Furthermore, in the event of the officer leaving the Service under any circumstances, unless Hedge Pensions Trust waives prior notice, a three-month notice will be provided to Hedge Pensions Trust. During this period, appropriate arrangements or agreements will be established to facilitate the full settlement of the mortgage

NAME OF HEAD OF DEPARTMENT

SIGNATURE

DATE:

9.0 JURAT CLAUSE (TO BE COMPLETED BY MEMBERS WHO CANNOT READ/WRITE)

I, _____, being unable to read or write, hereby declare that I fully understand the terms and conditions of the Pempamsie Housing Scheme agreement, including the purpose for which the funds will be utilized, as explained to me by the designated representative. I acknowledge that by affixing my thumbprint/signature to this document, I am bound by the obligations and liabilities outlined therein. I understand that any misuse or misrepresentation of information may result in legal consequences.

SIGNATURE/THUMB PRINT/MARK:

DATE:

IN THE PRESENCE OF:

NAME: _____

SIGN: _____

CONTACT NO.: _____

DATE:



HEDGE PENSIONS TRUST

Pempamsie Housing Scheme



10.0 UNDERTAKING TO ASSIGN TIER 2 BENEFITS FOR MORTGAGE FACILITY

By signing this undertaking, I, _____, with membership ID _____, declare that I am a member of the Hedge Master Trust Occupational Pension Scheme and have applied for a mortgage facility under the provisions of Section 103 (2) and Section 114 (2) of the National Pensions Act, 2008 (Act 766). I acknowledge that as per these sections, I am eligible to assign my pension benefits to secure a mortgage for acquiring a primary residence. With full understanding and consent, I voluntarily assign my occupational pension (Tier 2) benefits available with Hedge Pensions Trust account to serve as collateral for the duration of the mortgage. I confirm that the mortgage facility will be used exclusively for the acquisition of a primary residence, as allowed under Section 103 (2) of the National Pensions Act, 2008 (Act 766). I undertake to make regular and timely repayments on the mortgage as agreed upon with Hedge Pensions Trust. This undertaking represents a legally binding agreement, and I sign it willingly and without any undue influence or coercion.

SIGN: _____ DATE: _____

DD / MM / YYYY

11.0 UNDERTAKING TO ASSIGN TIER 3 BENEFITS FOR MORTGAGE FACILITY

By signing this undertaking, I, _____, with membership ID _____, declare that I am a member of the Pempamsie Fund Scheme and have applied for a mortgage facility under the provisions of Section 103 (2) and Section 114 (2) of the National Pensions Act, 2008 (Act 766). I acknowledge that as per these sections, I am eligible to assign my pension benefits to secure a mortgage for acquiring a primary residence. With full understanding and consent, I voluntarily assign my personal pension (Tier 3) benefits available with Hedge Pensions Trust account to serve as collateral for the duration of the mortgage. I confirm that the mortgage facility will be used exclusively for the acquisition of a primary residence, as allowed under Section 103 (2) of the National Pensions Act, 2008 (Act 766). I undertake to make regular and timely repayments on the mortgage as agreed upon with Hedge Pensions Trust. This undertaking represents a legally binding agreement, and I sign it willingly and without any undue influence or coercion.

SIGN: _____

DATE: _____

DD / MM / YYYY

12.0 UNDERTAKING TO ASSIGN CLOGSAG FUND BENEFITS FOR MORTGAGE FACILITY

By signing this undertaking, I, _____, with membership ID _____, declare that I am a member and beneficiary of the CLOGSAG Fund Scheme and I hereby agree to assign my CLOGSAG Fund benefits to Hedge Pensions Trust- the Administrators of the CLOGSAG Fund- solely for the purpose of applying for the Pempamsie Housing Scheme. By signing below, I acknowledge that I understand and accept this arrangement and its implications, and I authorize Hedge Pensions Trust to manage my assigned CLOGSAG Fund benefits for the duration of this mortgage.

SIGN: _____

DATE: _____

DD / MM / YYYY

IN THE PRESENCE OF:

NAME OF WITNESS:

SIGN: _____

CONTACT NO.:

DATE: _____

DD / MM / YYYY



HEDGE PENSIONS TRUST

Pempamsie Housing Scheme



13.0 HPT OFFICIAL VERIFICATION

Verified by:

NAME:

SIGN:

DATE:

DD / MM / YYYY

Approved by:

NAME:

SIGN:

DATE:

DD / MM / YYYY

Authorized by:

NAME:

SIGN:

DATE:

DD / MM / YYYY