



ngā tāngata  
microfinance

*Fairer, kinder loans*

# NTM LOAN APPLICATION

Debt Relief Application Form

## FINANCIAL MENTOR INFORMATION

- Each section of the application form explained

# Debt Relief Application form



## Loan Purpose / Debts applying for

DATE.....		Email to: <a href="mailto:applications@ntm.org.nz">applications@ntm.org.nz</a>	
<b>Loan Purpose:</b> enter each debt applying for, and would be paid out in full			
Creditors	\$	Interest Rate %	
Calc. max affordable repayment rates 2 years is max term.		Total \$	(max \$3000)
Total loan \$	is to be repaid over	wks/mths/yrs, at a rate of \$	wkly/ftntly
*Please indicate if you have Buy Now Pay Later Accounts Yes/No If so, how many _____			

1. Date of application form filling AND Email address to submit completed applications to.
2. Loan Purpose/Creditors –  
 For each debt being applied for enter creditor name, amount currently owing and the debt interest rate (col 3) stated on the contract or refer to the creditor to provide.  
 If a debt collector debt – state, the xy % reduction for settlement (Column 3)  
 If a BNPL creditor – state, the \$/wk or ftnt of penalty being incurred or will be. (Column 3)  
 Each debt that is being applied for is paid out in full.  
 For queries or exceptions, please contact [support@ntm.org.nz](mailto:support@ntm.org.nz) before submitting application.
3. Debt Total – is added up and the total max is \$3000.  
 After 6months, two extension applications (max \$3K) are possible to include further debts from the original application debt schedule (Full cap is \$6K available).
4. Debt Repayments – Calculate a rate that suits the proposed budget and is the maximum affordable rate (i.e., please no large surplus in the proposed budget).  
 The proposed budget will include repayments to all remaining debts in the debt schedule, even if repayment is small and an estimate. Max. loan term is 2 yrs.  
 e.g., approximating  $\$3K \text{ loan} / 100 = \$30$  weekly repayment – for a 2-year loan term
5. BNPL account information questions are to assess other sources of credit available to the applicant. Note: Most BNPL purchases will largely have been worked through in the prior 2 months to the application or in the NTM processing queue. Or it might be a simple situation E.g. a proposed budget worksheet may have a \$1 surplus and the budget is very tight, an FM comment may be made that the BNPL debt in the budget worksheet is due to end on xy date.

Is the debt car related? 3<sup>rd</sup> party car insurance (min) required in the proposed budget

**Other debt remaining in the Debt Schedule?**

1. If >greater than \$15,000 high-interest debt remaining in DS - please contact NTM first.
2. If >greater than 5 interest-bearing creditors remaining in the DS.
3. If debt serving for all debt is >greater than 25% of income post loan

Details

Client 1 Details	Client 2 Details (if joint application)
First Name(s): _____	First Name(s): _____
Surname: _____	Surname: _____
DOB: _____	DOB: _____
GENDER (circle) Male Female Non-Binary Prefer to self-describe Prefer not to disclose	GENDER (circle) Male Female Non-Binary Prefer to self-describe Prefer not to disclose

Layout:

Name

DOB

Gender

Joint applicant details – use the pink (or shaded) box

Applicant details are required for both applicants – and both require ID

Details

Marital Status: Single married/de-facto	No. of Dependents:	Dependent ages:
Household Composition (circle) Single / living alone / no children Single / living with others / no children Sole parent with children Married / civil union / de facto couple no children Married / civil union / de facto couple with children Two family household (with/without other people) Three or more family h/hold (with/without others)	Ethnicity (circle – or circle twice if joint application) NZ European Other European Māori* Samoan Cook Island Māori Tongan Niuean Tokelauan Fijian Other Pacific peoples Southeast Asian Chinese Indian Other Asian Middle Eastern Latin American African Other ethnicity Don't know Prefer not to answer	
NZ Permanent Resident/Citizen: YES NO	(circle)	
Address Street: _____ Suburb: _____ City: _____ Post code: _____		
Household Type (circle) Rent Homeowner Live with relatives Board Supplied by Employer Transitional Housing Social Housing Other	Length of Time at Address (circle) 0-3 months 3-6 months 6-12 mths 1-2 years 2-5 years 5+ years	
Household Income/Employment Wages Wages+benefit Benefit Super Super+Wages Other		

This information is used for statistical reporting, and to inform about the services provided.

Marital Status

No of Dependents

Age of Dependents  
e.g., 3mths, 4 yrs

Household Composition

Ethnicity

Summarising the rows:  
1<sup>st</sup> 2<sup>nd</sup> – singles no children  
3<sup>rd</sup> – sole parent  
4<sup>th</sup> 5<sup>th</sup> – relationships (no children/children)  
6<sup>th</sup> 7<sup>th</sup> – households by number

NZ permanent residency

Address

Household Type

Length of Time at Address

Type of Household Income

Contact Information

**Contact Information**

Primary phone: \_\_\_\_\_ Second phone: \_\_\_\_\_

Personal email:

Secondary Contact Information\* NOT Financial Mentor

Secondary Name: \_\_\_\_\_ Secondary phone: \_\_\_\_\_

Second email:

\* Secondary Contact will only be used in exceptional circumstances & no loan information will be divulged.

Top part:  
Is *applicant's* contact information.

Please note both phone and email address on the form, if have both.

---

Bottom part:  
Is *Secondary contact* information.

This nominated person would provide the applicant's updated contact information in case it changes. For the loan duration NTM and loan recipient will have each other's contact information.

If granted a loan you will be asked on the Loan Agreement to fill in this information also, so there are 2 opportunities to provide information on the secondary contact.

Eligibility

calendar months and that I/we will continue to work with the BFC service until the loan is repaid

- I/we qualify for a Community Services Card. (Refer to the MSD website)
- My/our Financial Mentor has helped me/us to obtain all benefits and assistance I am/we are entitled and that I/we have been unable to obtain funding elsewhere
- I/we have been living at the above address for the last two calendar months.
- The loan I/we are applying for is to pay off high interest debt.
- Making repayments for this loan will not create hardship.

I/We understand that:

- I/we will be required to sign a loan agreement with Ngā Tāngata Microfinance if I am/we are granted the loan.
- Ngā Tāngata Microfinance operates a community finance model and does not charge any interest or fees on its loans. I/we will make ALL the agreed repayments so the money can be loaned again.
- If I am/we are granted a loan, I/we agree that I/we will not take on any more high interest loans or other form of high interest debt during the loan period.
- If I am/we are granted the Debt Relief loan, I/we will provide an MSD-branch-stamped redirection form (required if receiving MSD income), or evidence an automatic payment is set up.
- I/we give permission for NTM to contact me to talk about the impact of the loan.

Top half of the page:

The eligibility criteria are read and ticked off if the criteria are met. If there are boxes that are not ticked, a case may be made as an 'exception' if you feel it is a worthy case. Please contact [support@ntm.org.nz](mailto:support@ntm.org.nz) first.

---

Bottom half of the page:

This part is read and ticked off; these are 5 points NTM would want the applicant to know about.

Personal Information

**Use of personal information**

I/We: ✓/✗

- acknowledge that Ngā Tāngata Microfinance will collect and use the information in this Loan Application Form (including the supporting information) for the purpose for which it is provided, including to assess my/our loan application and, if approved, to administer that loan. I/We may ask Ngā Tāngata Microfinance to show me/us the information it holds about me/us and to make corrections to it.
- consent to my BFC Service providing information about me/us to Ngā Tāngata Microfinance that may be relevant for the purposes of assessing my/our Debt Relief Loan application and, if approved, administering that Debt Relief Loan.
- understand that no identifying information is given to the Loan Committee.
- consent to NTM recording statistical information about my/our Loan (not including my/our name or other identifying information).

Signed (applicant): \_\_\_\_\_ Date: \_\_\_\_\_

Name of Financial Mentor: \_\_\_\_\_

Email address: \_\_\_\_\_

Manager of BFC Service: \_\_\_\_\_

BFC Service: \_\_\_\_\_

In summary this section says NTM only requests and uses information for the purposes of processing a loan application and administering a loan. Collation of the statistics for the purposes of reporting is done without using names and is therefore confidential.

This part is read and ticked off; it informs the applicant what the information, that they have provided, will only be used for.

Applicant application signature and date.

Financial mentor details used when NTM processes the application and communicating.

Signing for BFC manager if required.

Assistance

**Declaration of Loan Application Assistance**

I \_\_\_\_\_ acknowledge that my Financial Mentor  
 NAME \_\_\_\_\_ of  
 ORGANISATION \_\_\_\_\_  
 has assisted me in lodging this loan application. Date: \_\_\_\_\_

The NTM application process asks that the FM and applicant prepare this application TOGETHER.

The applicant indicates FM assistance and for them to forward the application forms to NTM

Cover Letter

**Cover Letter section** Date applicant first came into your service: \_\_\_\_\_

Relevant events and background that led to debts. Avenues tried – successful and unsuccessful

How the loan would help (describe the difference)

Plans for going forward, with \*budget, ensuring issues do not recur, comments from applicant going forward, lessons learnt, and other relevant information

Cover letter prompts are used to present similar formatted information for the loan committee to view story and background. However, a separately written cover letter is fine also. Cover letters will complement the two budget worksheets, so the unique set of circumstance leading up to present day described in the CL would complement the 'current budget'. And the intended plan going forward would complement the 'proposed budget.'

If there is a cover/support letter written by the FM that is all that is required. If the cover letter has been written by the applicant a further FM support letter is highly recommended as the opportunity within the application to advocate, and usually there is other information to convey.

Depending on the circumstances the FM & client write a cover letter together, or the client may write part and the FM write parts these would be the preferred options.

Using applicant names in the cover letter: For confidentiality, NTM redacts all names and identifying information from all documents sent to the loan committee, referring to the person as the 'applicant' in the cover letter is helpful.

Other Information for the application? e.g., specific explanation of an entry in the bank statement, photo ID was not possible due to xyz reasons, the date on a document, or other information that informs, can be put in the email to NTM or collate them in the FM support letter.

## Identification

**Identification Details**  
 Type of identification sighted: \_\_\_\_\_

ID Number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Original sighted by (Financial Mentor Name): \_\_\_\_\_

Financial Mentor's email: \_\_\_\_\_

Signature (Financial Mentor): \_\_\_\_\_ Date: \_\_\_\_\_

Summarising what ID to include:

A photo ID – passport, drivers' licence, 18+ Card  
 AND

one other form such as bank or govt document with name – which are part of the application anyway

The ID requires

- sighting
  - copy sent with the application
- (BOTH sides required – if a card)

If no photo ID, please contact NTM.

ID is required for both applicant and joint applicant.

Group 1: (most commonly used)	Group 2:	Group 3:
<u>New Zealand Drivers Licence</u> AND accompanied by one of the following:	one of the following:	one of the following AND accompanied by supporting forms:
A credit card, debit card or eftpos card from a registered New Zealand bank	New Zealand passport	New Zealand birth certificate, or birth certificate issued by a foreign government
A bank statement issued by a registered New Zealand bank in the last 12 months	Overseas passport	Citizenship Certificate issued by a foreign government
A document issued by a government agency that contains the person's name and signature, e.g. a SuperGold Card or Community Services Card	New Zealand certificate of identity	AND supporting forms: New Zealand Drivers Licence, <u>or</u> 18+ card, <u>or</u> Valid and current international driving permit
A statement issued by a government agency to the person in the last 12 months, e.g. Inland Revenue Department statement.	Foreign issued identity document	

ID requirement comes under AML regulations

## Privacy Waiver

**Privacy Waiver for Ngā Tāngata Microfinance Ltd**

**PERMISSION TO PROVIDE FINANCIAL INFORMATION** (when working with Financial Mentor):  
 I authorise organisations to which I am indebted to give the following information pertaining to my financial debts, on request to Ngā Tāngata Microfinance for the purpose of their settlement.

- the updated settlement amount of my account and the date of expiry thereof
- the bank account for which the settlement payment is to be made
- the bank reference details (particulars, code, reference) to allow the payment to be identified as to my account.

**PERMISSION TO ACT ON BEHALF OF CLIENT:**

- to authorise the restarting of the MSD redirection to Ngā Tāngata Microfinance in the event of the cessation before the loan has been repaid.
- to request the stopping of the MSD redirection when the loan has been fully repaid.

Name of Client: \_\_\_\_\_

Client's signature: \_\_\_\_\_

Date: \_\_\_\_\_

By the applicant signing this privacy waiver, and in the event of not being able to get information usually at the point of loan disbursement, NTM is able to request pay-out settlement figures.

The debt accounts can then be settled and closed.

# FM Checklist

## Application Checklist

- Application form and cover letter
- ID photocopy (front and back) in a separate file
- 2 budget worksheets - current and proposed
- Debt Schedule - current debt balances  
include Govt debt, utilities arrears, household bill arrears  
if joint application - whose name each debt is in
- Cashflow (as required)
- Bank statements/transactional history for 2-3 months - working account(s)
- Income statement - MSD weekly breakdown or a payslip (or payslips -if income is variable)
- Debt settlements and statement history for debts applied for in the application.
- Debt statements of other high interest debts (remaining in the debt schedule)

The Checklist is included for collating all documents ready for applying.

All information and documents requested are required for the loan processing and for the loan committee assessment.