



**Sulong sa Tagumpay Multi-purpose Cooperative**  
c/o STMicroelectronics Inc. Bldg. #9 Mountain Drive, LISP II, Barangay La Mesa,  
Calamba City, Laguna  
Telephone/Fax No. 049.5457800 local 5408 or 5707  
[www.stmcoop.org](http://www.stmcoop.org)

**CREDIT POLICIES – NOVEMBER 2018 EDITION**

**I. General Statement of Policy**

It is the policy of the cooperative to provide timely, efficient and member-friendly coop loans to all its contributing members.

**II. Contributing members.**

- A) Regular Members - Pertains to Regular employees of STMicroelectronics, Inc. who are working within the area of operation as provided in Article III hereof.
- B) Associate Members – Regular employees of STMC

**III. Borrowers**

- 1. Bonafide member of the STMC for at least 3 months, depending on the type of loan.
- 2. With paid-up capital of at least Php2,500.00, depending on the type of loan.
- 3. Is not delinquent in the payment of his capital contribution and accounts;
- 4. Has not violated any provision of these by-laws, rules and regulations circulars/memoranda and other issuances of the CDA, membership and subscription agreements and other instruments required of him to execute as provided in by-laws or as prescribed by the Board of Directors.
- 5. Has attended and completed the prescribed cooperative seminars;
- 6. Patronizes regularly the business of the cooperative and participates in its parliamentary affairs; and,
- 7. Complies with all obligations, duties and undertakings of membership.

**IV. Types of Cooperative Loan**

1. **Petty Cash Loan** –

A loan type that can be availed to finance the member/s immediate cash needs.

Requirements:

- 3 months coop member
- Minimum Share Capital : Php2,500
- Loan Amount : Php 2,000 to Php 10,000
- Interest Rates : 1.5% per month straight-line basis
- Service Fee : 2% to be deducted in principal
- Loan Term : 1-6 months
- The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).

2. **Pantawid Sahod Loan** –

A loan type that can be availed to finance the member/s immediate cash needs most specially during before payday. This type of loan is available only for the following cut-off

Cut off period
Every 17 <sup>th</sup> to 24 <sup>th</sup> of the month
Every 2 <sup>nd</sup> to 9 <sup>th</sup> of the month

Requirements:

- 6 months COOP member
- Minimum Share Capital : Php2,500
- Loan Amount : Php 500, Php 1,000 or Php 1,500
- Interest Rates : 0.5% per month straight-line basis
- Service Fee : 0%
- Terms of payment: 2 months
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).
- Not subject to 2x credit limit
- No advance payment
- Note: Will reflect as Petty Cash loan in payslip

### 3. **Tiangge Loan** –

Can be used in purchasing Coop products and Tiangge items. Member has an option to convert his/her loan to SM Shopping Card Load.

Requirements:

- 3 months COOP member
- Minimum Share Capital : Php2,500
- Loan Amount : Maximum of 5,000
- Interest Rates : 1.5% per month straight-line basis
- Service Fee : 1% to be add on the principal
- Loan Term : 1-6 months
- The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).

Procedure for availing SM Shopping card load

- Member must be a SM Shopping card holder
- Fill up the Tiangge loan form and check the SM Shopping Card Load option
- Approved amount will be credited to members SM Card within 2 working days, see below sample computation.

Particulars	COOP Loan
<b>Amount of Loan</b>	<b>P5,000</b>
<b>Service Fee</b>	<b>50</b>
<b>Net of Loan</b>	<b>4,950</b>
<b>Add-on 5% (based on 4,950)</b>	<b>247.50</b>
<b>Worth of SM Load</b>	<b>5,197.50</b>

### 4. **Cellphone /Appliance Loan** –

Pertains to items availed by members such as Cellphone, tablet, furniture, appliances and other items offered via COOP Tiangge. Member has an option to convert his/her loan to SM Shopping Card Load.

Requirements:

- 6 months COOP member
- Minimum Share Capital : Php2,500
- Loan Amount : Maximum of 50,000
- Interest Rates : 1.5% per month straight-line basis
- Service Fee : 1% to be add on the principal
- Loan Term : Maximum of 24 months to pay
- Subject to Co-maker policy
  - The number of co-maker/s will vary based on the amount of loan exposure of STMC to a borrower one (1) co-maker is equivalent of P1 to P25K loan exposure.

- Requirements for Co-makers
  - *Must be a member of STMC in good standing for at least three (3) months*
  - *With paid-up share capital of at least P2,500.00*
  - A member may guarantee a maximum of 3 outstanding loans
  - *Signed CORA form*
  - *Signed Loan Application form*
  - *Photo copy of Coop ID or Government ID w/ signature (front and back)*
- The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).

Procedure for availing SM Shopping card load

- Member must be a SM Shopping card holder
- Fill up the Cellphone/Appliance Loan form and check the SM Shopping Card Load option
- Approved amount will be credited to members SM Card within 2 working days

5. **Digicam/Electronic Loan**

– Goods such as digital cameras, laptop, ipods, mp3's, flash drive, electronic items and other items offered via COOP Tiangge. Member has an option to convert his/her loan to SM Shopping Card Load.

Requirements:

- 6 months COOP member
- Minimum Share Capital : Php2,500
- Loan Amount : Maximum of 50,000
- Interest Rates : 1.5% per month straight-line basis
- Service Fee : 1% to be add on the principal
- Loan Term : Maximum of 24 months to pay
- Subject to Co-maker policy
  - The number of co-maker/s will vary based on the amount of loan exposure of STMC to a borrower one (1) co-maker is equivalent of P1 to P25K loan exposure.
  - Requirements for Co-makers
    - *Must be a member of STMC in good standing for at least three (3) months*
    - *With paid-up share capital of at least P2,500.00*
    - A member may guarantee a maximum of 3 outstanding loans
    - *Signed CORA form*
    - *Signed Loan Application form*
    - *Photo copy of Coop ID or Government ID w/ signature (front and back)*
- The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).

Procedure for availing SM Shopping card load

- Member must be a SM Shopping card holder
- Member will fill up the Digicam loan form and check the SM Shopping Card Load option
- Approved amount will be credited to members SM Card within 2 working days

6. **Emergency Loan** –

For urgent situations to support emergency needs of the members such as medicines, doctors' fee and other medical-related expenses and damages to life and property due to accidents and natural calamities.

Requirements:

- 3 months COOP member
- Medical related documents (any of the following)
  - 1) Billing statement
  - 2) Copy of OR (date must be not more than 1 month old).
  - 3) Quotation from hospital

For property related cases (all of the following requirements below)

- 1) Picture of the destroyed property
- 2) Estimated cost of expenses
- 3) Proof of ownership
- 4) Barangay/ police report

For pregnancy related incidents:

For unplanned caesarian operation due to complications, the member can only loan the additional cost (the difference between the cost of normal delivery or scheduled CS and the unplanned caesarian operation)

Note: For miscellaneous expenses due to hospitalization. Amount of loan is maximum of 20K or P1000/day of hospitalization whichever is lower.

Note: In case of incomplete requirements, a promissory note should be attached together with the loan form signed by the member; or in case member is not physically present at the time of loan, representative should be made co-maker (must be eligible to co-make) and must sign the promissory note. If after two weeks, member still has not submitted the complete documents; full loan amount shall be deducted one time from the member's salary.

- Minimum Share Capital : Php2,500
- Loan Amount :
  - 3 mos. member up to 10K
  - 6 mos. member up to 50K
  - 1 year member up to 100K
- Interest Rates : 1% per month straight-line basis
- Service Fee : no service fee
- Loan Term : Max of 3 years to pay
- Subject to Co-maker policy
  - The number of co-maker/s will vary based on the amount of loan exposure of STMC to a borrower one (1) co-maker is equivalent of P1 to P25K loan exposure.
  - Requirements for Co-makers
    - *Must be a member of STMC in good standing for at least three (3) months*
    - *With paid-up share capital of at least P2,500.00*
    - A member may guarantee a maximum of 3 outstanding loans
    - *Signed CORA form*
    - *Signed Loan Application form*
    - *Photo copy of Coop ID or Government ID w/ signature (front and back)*
- The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).

#### 7. **Providential Loan** –

Pertains to loans for personal use or whatever lawful purpose of the member.

Requirements:

- 6 months COOP member
- Minimum Share Capital : Php2,500
- Loan Amount :
  - 6 mos. member up to 50K
  - 1 year member up to 200K
- Interest Rates : 1.5% per month straight-line basis
- Service Fee : 2% Service fee or P3,000 whichever is lower
- Loan Term : Max of 4 years to pay
- Subject to Co-maker policy
  - The number of co-maker/s will vary based on the amount of loan exposure of STMC to a borrower one (1) co-maker is equivalent of P1 to P25K loan exposure.
  - Requirements for Co-makers

- *Must be a member of STMC in good standing for at least three (3) months*
- *With paid-up share capital of at least P2,500.00*
- *A member may guarantee a maximum of 3 outstanding loans*
- *Signed CORA form*
- *Signed Loan Application form*
- *Photo copy of Coop ID or Government ID w/ signature (front and back)*
- The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).

8. **Productive Loan** –

Related to loans for business purposes only, whether start-up or existing business.

Requirements:

- 1 year COOP member
- 2 years in the company

If w/ existing business:

- 1) Updated mayor's business permit
- 2) Proof of business related expenses

New/backyard business:

- 1) Project proposal
- 2) Mayor's permit

Note: if there is no Mayor's permit presented, member should avail of the providential loan

- Loan Amount : Maximum of 250K
- Interest Rates : 1.25% per month straight-line basis
- Service Fee : 2% Service fee or P3,000 whichever is lower
- Loan Term : Max of 4 years to pay
- Subject to Co-maker policy
  - The number of co-maker/s will vary based on the amount of loan exposure of STMC to a borrower one (1) co-maker is equivalent of P1 to P25K loan exposure.
  - Requirements for Co-makers
    - *Must be a member of STMC in good standing for at least three (3) months*
    - *With paid-up share capital of at least P2,500.00*
    - *A member may guarantee a maximum of 3 outstanding loans*
    - *Signed CORA form*
    - *Signed Loan Application form*
    - *Photo copy of Coop ID or Government ID w/ signature (front and back)*
- The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).

9. **Housing Loan** –

Loans related to procurement and renovation of member's house.

Requirements:

- 1 year COOP member
- 2 years in the company

If existing property:

- 1) Copy of TCT (Title) under member's name
- 2) Bill of materials

New property

- 1) Copy of TCT under previous /current owner
- 2) Notarized deed of sale
- 3) Proof of housing related expenses.

Note: a notarized deed of assignment should be submitted for single status members who presented land titles owned by their parents

- Loan Amount : Maximum of 300K
- Interest Rates : 1.25% per month straight-line basis
- Service Fee : 2% Service fee or P3,000 whichever is lower
- Loan Term : Max of 5 years to pay
- Subject to Co-maker policy
  - The number of co-maker/s will vary based on the amount of loan exposure of STMC to a borrower one (1) co-maker is equivalent of P1 to P25K loan exposure.
  - Requirements for Co-makers
    - *Must be a member of STMC in good standing for at least three (3) months*
    - *With paid-up share capital of at least P2,500.00*
    - *A member may guarantee a maximum of 3 outstanding loans*
    - *Signed CORA form*
    - *Signed Loan Application form*
    - *Photo copy of Coop ID or Government ID w/ signature (front and back)*
- The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).

**10. Back to Back Loan (BBL) –**

- Is a credit facility design for members with 300K and above paid up capital.
- To attract members with big share capital contribution to avail of credit opportunities w/ STMC.

Requirements

- With at least P300,000 paid up capital
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).
- Loan amount - Minimum of 200k and maximum loan amount is equivalent of his/her paid up capital.
- Interest rate - 10% per annum based on diminishing balance.
- Service fee - 2% service fee or P3,000 whichever is lower.
- Terms of payment – Maximum of 5 years

**11. Vehicle Assistance Loan (VAL)**

Is a *vehicle* financing facility that can be used to buy a brand new, second hand vehicle or refinance existing vehicle loan. *Covered vehicles are cars, motorcycles, tricycles, jeepney's and trucks.*

Requirements

- With at least P100,000 paid up capital
- At least 1 year COOP member
- Not delinquent for the last 3 months (Share capital & loans)
- No offsetting of other coop loans
- *Loan Amount – 2x of share capital or 1M whichever is lower, subject to credit policy*
- *Terms of payment*

<i>Loan Amount</i>	<i>Terms of payment</i>
<i>50k to 99k</i>	<i>2.5 years</i>
<i>100k and above</i>	<i>Max of 5 years to pay</i>

- Loan proceeds- check is payable to seller/car dealer.
- Interest rate - 10% based on diminishing balance
- Service fee - 2% of principal amount or maximum of P3,000 whichever is lower
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).
- Subject to Co-maker policy
  - The number of co-maker/s will vary based on the amount of loan exposure of STMC to a borrower one (1) co-maker is equivalent of P1 to P25K loan exposure.
  - Requirements for Co-makers

- *Must be a member of STMC in good standing for at least three (3) months*
- *With paid-up share capital of at least P2,500.00*
- *A member may guarantee a maximum of 3 outstanding loans*
- *Signed CORA form*
- *Signed Loan Application form*
- *Photo copy of Coop ID or Government ID w/ signature (front and back)*
- The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).

#### General requirements

- Duly signed Vehicle Assistance Loan form.
- Photocopy of latest community tax certificate (cedula)
- Quotation from supplier/seller with complete name, address, contact number and TIN number.
- *Proof of ownership by the seller such as photo copy of LTO OR & CR. If the vehicle is not under the name of the seller, deed of sale and photo copy of LTO OR & CR are required to be submitted.*
- *1 valid ID of the seller (photo copy)*
- *Proof of availability of funds to pay the difference of the cost of vehicle and the loan amount based on Vehicle loan application.*
  - *Examples are:*
    - *latest bank statement of account with account name and account number,*
    - *Official receipt from car dealer/seller if employee already provided earnest money.*

#### Additional requirements for assumption of loan

- Latest Statement of account from bank or financing institution.
- Copy of mortgage contract or loan agreement

### 12. **STMC Auto Loan** –

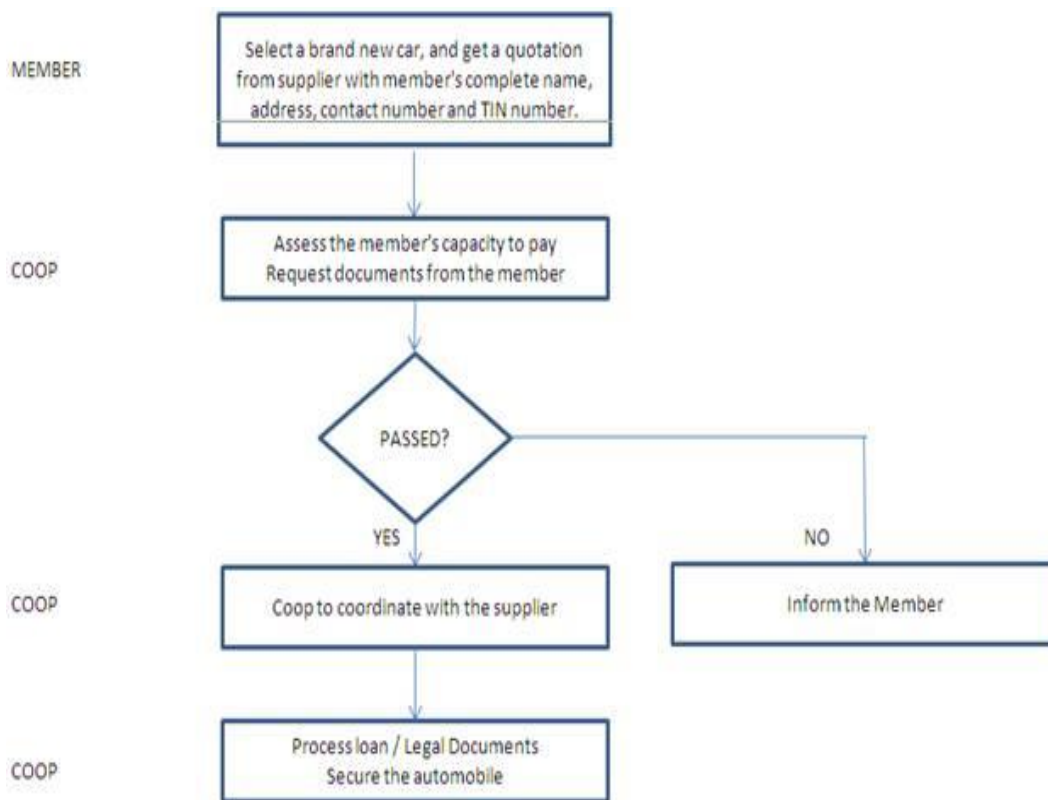
STMC Auto Loan is a car financing facility that can be used for personal use of the member. It covers cars, vans, SUVs and AUVs, for brand new units only. Below are the guidelines set forth to all STMC members who will be patronizing this type of loan.

- Eligibility
  - STMC member for at least two (2) years
  - With at least P300,000 paid up capital
  - Not delinquent for the last 12 months.
  - Subject to take home pay policy
- Amount of loan - 80% of total car price or up to a maximum loan amount of Php 800K.
- Interest rate, Terms of payment and Service fee
  - Interest is 10% per annum based on diminishing balance.
  - Fixed service charge of 5K
  - Maximum of 5 years to pay.
- 2) Other charges
  - Comprehensive insurance w/ Acts of God (until loan is fully paid) – member's expense, and to be secured by the member.
  - Notarial fee – Contract of lease w/ option to buy – charge to STMC
- 3) Definition of terms
  - STMC / Lessor – Sulong sa Tagumpay Multi-Purpose Cooperative, is the cooperative of the regular employees of STMicroelectronics, Inc.
  - Member / Borrower / Lessee – is a member of the Lessor, and regular employee of STMicroelectronics, who is qualified to enter into the Contract of Lease with Option to Buy
- 4) Loan Security
  - Lease-to-own scheme, Car is registered under STMC and name as “STMC lease to Juan Dela Cruz”
- 5) General requirements
  - 1) Duly signed STMC Auto Loan application form w/ spouse signature/consent
    - married – copy of marriage certificate
    - If separated – affidavit of separation

- If widowed – copy of death certificate
- 2) Proof of availability of funds to pay the difference of the cost of car and the loanable amount based on car loan application - as employee's share or equity.
  - Examples are:
    - current bank statement of account with account name and account number,
    - official receipt from car dealer if employee already provided earnest money.
- 3) Photocopy of latest community tax certificate (cedula)
- 4) Quotation from car dealer
- 5) Photocopy of STMC coop ID
- 6) Payment to dealer scheme
  - The borrower/lessee *and/or* STMC staff shall be responsible for interfacing with the car dealer during payment of the unit.
  - The equity, as shouldered by the borrower/lessee, shall be settled ahead of the balance. The coop, upon receipt of the proof of payment of equity, shall issue the remaining amount in the form of a manager's check addressed to the Car Dealer.
- 7) Mandatory compliance documents
  - Original copy of Sales Invoice/Delivery Receipt from car dealer – To be submitted to Coop with-in 3 days upon release of payment.
  - Original copy of LTO OR & CR – maximum of 60 days. STMC will safe keep original official receipt & certificate of registration. In case employee would request a COPY of the Original documents, the cooperative shall provide a photocopy for the member. The member is not allowed to borrow the Original Documents. The STMC staff must ensure that the OR/CR will be delivered to STMC office. On the other hand, the address indicated in the OR/CR should be the borrower's home address.
  - Proof of payment on equity (Photocopy) - To be submitted to STMC with-in 3 days upon release of payment.
  - Copy of Comprehensive insurance policy with STMC as beneficiary

Step	Action	Who
1	Apply and submit STMC Auto Loan application forms with general requirements prior processing of loan application.	Borrower/lessee
2	Verify pre-requirements prior processing and route for approval	STMC
3	First level approval	STMC Administrator
4	Coordination to member and car dealer on the availability of unit	STMC
5	Preparation of Lease to owned agreement and option to buy (to be signed by STMC Chairperson and other STMC/coop representative as witness)	STMC
6	Borrower/lessee should hand-over two documents to the cooperative: a) the proof of payment of the car equity which is at least 20% of the car price b) the signed Lease-to-Own Contract. After which, STMC will issue a Managers Cheque (MC) to dealer to secure the car.	STMC
7	Proceed to the dealer and hand over the Managers Cheque. The borrower/lessee can now secure the automobile.	Borrower/lessee
8	Submission of other requirements (To be submitted with-in 60 days) in indicated in item # 8.	Borrower/car dealer





8. Insurance - The BORROWER/LESSEE further undertakes that he/she shall keep the unit comprehensively insured by an insurance company acceptable to the LESSOR against all risks, loss or damage of whatever nature, including those arising from fortuitous events, whether from acts of god or acts of man, for not less than an amount equivalent to the full replacement value thereof and shall carry thirty party liability and property insurance coverage at the expense of the BORROWER/LESSEE. For this purpose, the BORROWER/LESSEE shall, from time to time and/or upon request of the LESSOR, furnish the latter with a copy of the insurance policy and/or other proofs evidencing that the subject vehicle was accordingly insured. Failure on the part of the BORROWER/LESSEE to perform this particular obligation may compel the LESSOR to insure the same chargeable wholly to the BORROWER/LESSEE thru salary deduction with corresponding service charges and interest.

The BORROWER/LESSEE assumes the entire risk of loss and damages to the unit incurred during his/her use of the unit. No loss or damage shall impair the obligation of the BORROWER/LESSEE to the LESSOR under the contract, which shall continue in full force and effect.

#### 9. Separation from the company

In the event the BORROWER/LESSEE is separated from employment with STMicroelectronics, Inc. either by resignation, termination from employment, disablement, death or any other cause, the outstanding balance of the remaining rental, together with accrued penalties and expenses incurred by the LESSOR, if any, shall become immediately due and payable. The BORROWER/LESSEE hereby authorizes STMicroelectronics, Inc. to deduct the said outstanding balance from his/her last pay therefrom in favor of the LESSOR. For this reason, the BORROWER/LESSEE shall turn over to the LESSOR the subject vehicle on or before his/her last day of work and can only regain possession of the same once full payment was received by the LESSOR.

Regardless of the unpaid amount or balance, the subject vehicle should still be surrendered to the coop. The borrower shall be given 15 calendar days to settle the full amount of the loan.

#### 10. Other fees

That the BORROWER/LESSEE shall pay all annual registration fees and other related expenses which may be imposed upon the ownership of the unit. Consequently, the BORROWER/LESSEE shall furnish the LESSOR with a copy of the official receipt evidencing payment of the said annual registration fees and other related expenses. Failure on the part of the BORROWER/LESSEE to perform this particular obligation may compel the LESSOR to pay the same chargeable wholly to the BORROWER/LESSEE thru salary deduction with corresponding service charges and interest.

#### 11. Loan limit

A coop member is allowed to secure a loan, considering the take home policy and other eligibility requirements stated in item #1. The existing loans of the member should not exceed 0.5x of his Share Capital to attain approval. Upon availment of the STMC Auto Loan, he/she shall be still allowed to file for additional loans, but not more than **0.5x** of the share capital (excluding the STMC Auto Loan in the computation)

Illustration:

	MEMBER A	MEMBER B	MEMBER C
Share Capital	300k	300k	300k
Existing Loan balances during application of STMC Auto Loan	0	100k	300k
STMC Auto Loan eligibility (not considering other factors specified on item#1)	eligible	eligible	not eligible
Available loan limit after availing the STMC Auto Loan	150k	50k	n/a

### 13. Life Plan Loan (LPL) –

STMC Life Plan Loan is a credit facility that can finance members and its dependents Life Insurance, Non-Life Insurance and Pre-need coverages. Below are the guidelines set forth to all STMC members who will be patronizing this type of loan.

Scope of limitations: It is the member's responsibility to choose their own insurance and pre-need providers covered with the following limitations.

- 1) Insurance or Pre-need Company must be registered at Securities and Exchange Commission or Insurance Commission.
- 2) Company must be operational in the Philippines.

#### General requirements

- 1) Duly signed Loan application form
- 2) Proof of Insurance or pre-need plan (any of the following)
  - Life plan application form if accredited by STMC
  - Quotation or billing statement from Insurance/Pre-need company
  - Renewal notice from Insurance/Pre-need company
- 3) Loan Amount : Maximum of 200K
- 4) Interest Rates : 1% per month straight-line basis
- 5) Service Fee : 2% to be deducted in principal
- 6) Loan Term : Max of 5 years to pay
- 7) Loan proceeds- check is payable to insurance/Pre-need Company.
- 8) Subject to Co-maker policy
  - The number of co-maker/s will vary based on the amount of loan exposure of STMC to a borrower one (1) co-maker is equivalent of P1 to P25K loan exposure.
  - Requirements for Co-makers
    - *Must be a member of STMC in good standing for at least three (3) months*
    - *With paid-up share capital of at least P2,500.00*
    - A member may guarantee a maximum of 3 outstanding loans
    - *Signed CORA form*
    - *Signed Loan Application form*
    - *Photo copy of Coop ID or Government ID w/ signature (front and back)*
- 9) The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- 10) The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).

#### 14. Educational Assistance Loan (EAL) -

Is a loan facility that can be used to finance educational requirements of member or his/her dependents.

##### a) REQUIREMENTS

- 1) STMC member for at least six (6) months.
- 2) Proof of educational expenses of member or dependents such as copy of quotation of tuition fees, books, school supplies, uniforms and other related school expenses for the current school year. Excluding electronic gadgets, computer, school service expenses and non school required extracurricular expenses.
- 3) Qualified dependents – Below are the qualified dependents

Status	Qualified dependents
Married member	Spouse Children Siblings
Single status member	Siblings Children

b) AMOUNT OF LOAN – maximum loan amount of 50,000 subject to loan limit and take home pay policy.

##### c) INTEREST RATE, TERMS OF PAYMENT AND SERVICE FEE

- Interest is 1% per month
- 2% service fee
- Maximum of 12 months to pay.
- Subject to Co-maker policy
  - The number of co-maker/s will vary based on the amount of loan exposure of STMC to a borrower one (1) co-maker is equivalent of P1 to P25K loan exposure.
  - Requirements for Co-makers
    1. *Must be a member of STMC in good standing for at least three (3) months*
    2. *With paid-up share capital of at least P2,500.00*
    3. *A member may guarantee a maximum of 3 outstanding loans*
    4. *Signed CORA form*
    5. *Signed Loan Application form*
    6. *Photo copy of Coop ID or Government ID w/ signature (front and back)*
- The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).

##### d) OTHER REQUIREMENTS

- Photo copy of OR issued for all school related purchases/payments must be submitted to coop office with-in 30 days upon release of loan. Failure to submit photo copy of OR will automatically convert the Educational Assistance Loan to Providential Loan which would mean a higher interest rate from 1% to 1.5% per month.

#### 15. Travel and Tour Loan (T&TL) -

Is a loan facility that can be used to finance travel and tour expenses of a member and his/her qualified dependents.

##### a) REQUIREMENTS

- 1) STMC member for at least six (6) months.
- 2) Coverage: Loan is applicable to both Planned and Completed travel and tours
- 3) Additional requirements:
  - 3.1. For Planned Travel and Tours: Proof of travel and tour expenses not limited to the following:
    - Confirmed Airfare, Cruise or Shipping and Bus Travel booking
    - Confirmed Hotel and Accommodation booking
    - Miscellaneous Expenses with or without receipts allowed up to max of P30,000

- Receipts & Invoices should be under the name of the coop member or qualified dependent

3.2. For Completed Trips: Mandatory loan amount limit to the following expenses only.

- Completed trips must be within 2 months after the travel dates
- Airfare, Cruise or Shipping and Bus Travel booking tickets
- Hotel and Accommodation invoice or receipts
- Miscellaneous Expenses with or without receipts allowed up to max of P30,000
- Photo copy of OR issued for all travel related purchases/payments must be submitted to coop upon loan availment
- Receipts & Invoices should be under the name of the coop member or qualified dependent

4) Qualified dependents – Below are the qualified dependents

Status	Qualified dependents
Married member	Parents Legal Spouse Children Siblings
Single status member	Parents Siblings Children

b) AMOUNT OF LOAN – maximum loan amount of P100,000 subject to loan limit and take-home pay policy.

c) INTEREST RATE, TERMS OF PAYMENT AND SERVICE FEE

- Interest is 1% per month
- 1% service fee
- Maximum of 36 months to pay
- Subject to Co-maker policy

**V. Credit limit on Coop Loans**

That the credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash Loan & Emergency loan which is allowed up to 3X of paid-up.

Condition: The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee’s monthly basic salary (MBS).

To illustrate:

Member A has P30,000 paid-up capital and with outstanding Housing loan principal balance of P5,500 and Cellphone loan principal balance of 3,000.

To determine the available amount for new loan, the following formula will be applied.

Paid-up capital X 2 less total outstanding principal balance

=P30,000 x 2 (less 5,500+3,000)

=P60,000 – 8,500

=P 51,500 available for new loan.

**VI. Policy on Loan Renewal**

- A member is allowed to renew his/her loan anytime and any of its existing loan/s (regardless of loan type) can be deducted (offset) to his/her new loan upon request of the borrower.
- A member is allowed to avail One (1) coop loan type at a time. A member may renew his/her loan provided that his/her existing loan will be deducted from the new loan.

**VII. Policy on Partial Loan Payment Scheme**

The scheme is designed to expand options for members to avail advanced loan payments. All members with existing loans in STMC are allowed for partial loan payments.

**GUIDELINES:**

- Accepted form of advanced loan payments should be in cash only

- Allowed to avail of this scheme are those members with at least 50% completed payment of the total loan amount
- Scheme is applicable to any type of existing loans incurred by the member except for loans under Diminishing balance (due to system limitation)
- Minimum partial payment allowed is equivalent to 3-months of principal amount.
- Loan renewal is not allowed within the next three months after approval of partial payment
- The partial payment will be deducted from the principal amount at the last scheduled payment terms and interest will be waived for the partial payments made

**EXAMPLE:**

Member A has a Providential Loan amount of P200K  
 Terms of Payment = 24 months; Interest Rate = 1.5% Straight Line  
 Amortization Schedule:

Month	Principal	Interest	Total Monthly Amortization
1	8,333.33	1,500	9,833.33
2	8,333.33	1,500	9,833.33
3	8,333.33	1,500	9,833.33
4	8,333.33	1,500	9,833.33
5	8,333.33	1,500	9,833.33
6	8,333.33	1,500	9,833.33
7	8,333.33	1,500	9,833.33
8	8,333.33	1,500	9,833.33
9	8,333.33	1,500	9,833.33
10	8,333.33	1,500	9,833.33
11	8,333.33	1,500	9,833.33
12	8,333.33	1,500	9,833.33
13	8,333.33	1,500	9,833.33
14	8,333.33	1,500	9,833.33
15	8,333.33	1,500	9,833.33
16	8,333.33	1,500	9,833.33
17	8,333.33	1,500	9,833.33
18	8,333.33	1,500	9,833.33
19	8,333.33	1,500	9,833.33
20	8,333.33	1,500	9,833.33
21	8,333.33	1,500	9,833.33
22	8,333.33	1,500	9,833.33
23	8,333.33	1,500	9,833.33
24	8,333.33	1,500	9,833.33

- ❖ **Case A: No Loan Renewal Made & Total Payments is < 50% of Loan Amount**  
Condition: Member A has already paid for 11 months and decided to avail a partial payment worth P25,000 (for min 3-months requirement).  
Decision: DISAPPROVED for Partial Payment scheme as Total Payment is < 50% of Loan Amount
- ❖ **Case B: No Loan Renewal Made & Total Payments is ≥ 50% of Total Loan Amount**  
Condition: Member A has already paid for 12 months and decided to avail a partial payment worth P25,000 (for min 3-months requirement).  
Decision: APPROVED for Partial Payment scheme
  - The partial payment will be deducted on 22<sup>nd</sup> to 24<sup>th</sup> months of amortization
  - Standard Pre Termination Fee (PTF) rate applies to the rest of the remaining principal balance
  - The net balance due for payment will be for the remaining 13<sup>th</sup> to 21<sup>st</sup> months only
- ❖ **Case C: With Loan Renewal & Total Payments is < 50% of Total Loan Amount**  
Condition:  
 1<sup>st</sup>: Member A has already paid for 12 months and decided to avail a partial payment worth P25,000 (for min 3-months requirement)  
 2<sup>nd</sup>: Member A decided to renew the loan after availment of the Partial Payment

Decision: DISAPPROVED for Partial Payment scheme as Total Payment is < 50% of Loan Amount

❖ *Case D: With Loan Renewal & Total Payments is ≥ 50% of Total Loan Amount*

Conditions:

1<sup>st</sup>: Member A has already paid for 12 months and decided to avail a partial payment worth P25,000 (for min 3-months requirement)

2<sup>nd</sup>: Member A decided to renew the loan after availment of the Partial Payment

Decision: APPROVED for Partial Payment scheme with the following exceptions

- Standard Pre Termination Fee (PTF) rate applies to the rest of the remaining principal balance

NOTE: Loan renewal allowed only after three months after effective partial payment date

### **VIII. Coop Loan Process Flow**

Coop member properly fills-up loan application form to be accompanied by the following:

- Attachment or documentation in relation to loan purpose, except for Providential, digicam, cell phone, tiangge and petty cash.
- Endorsement by immediate supervisor, except for petty cash loan and tiangge loan.
- For Productive, Providential, Educational Assistance, Life Plan, Cell phone/Appliance and Digicam/Electronics co-maker is required if necessary.

Loan assessment and screening by Coop Assistant/loan processor

- Residency requirement
- Paid-up capital requirement
- Co-maker requirement
- Credit limit
- The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).
- Staff fills up the Loan Disclosure form and presents to the borrower
- Member-borrower reviews and confirm the loan disclosure through signature

Approval of Coop Loan Application

- Approval by Coop Administrator

Preparation of Voucher/Check/Hast Total

- Voucher Preparation by Coop Assistant
- Checking/confirmation by Accountant & Coop Administrator
- Payment approval by BOD

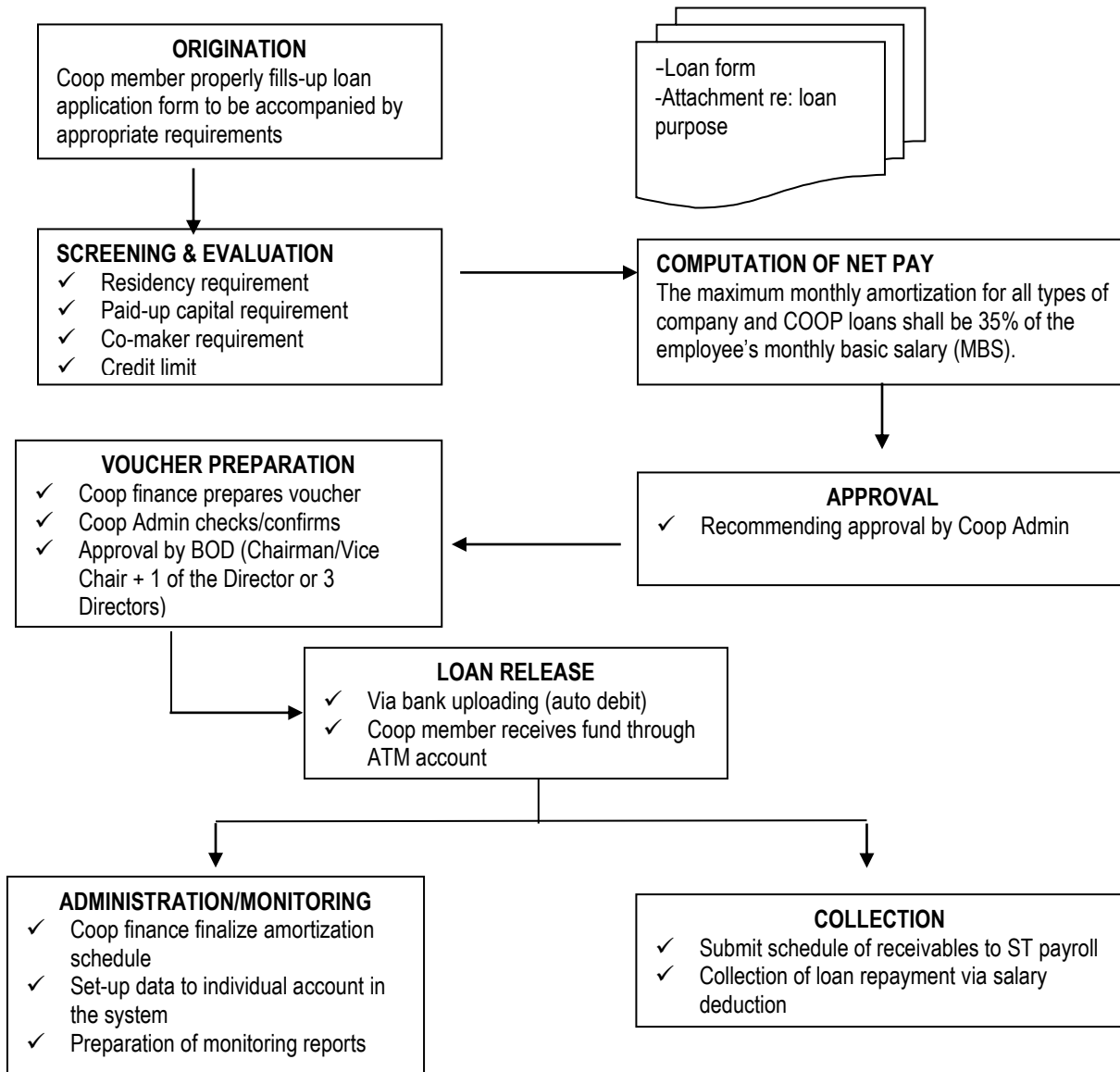
Loan Release

- Loans Assistant/Officer forwards voucher to the bank via auto debit scheme
- Bank acknowledges receipt and uploads the amount to member's respective payroll/ATM account.
- Coop member receives fund through payroll ATM/account.

Monthly checking

- Crecom to conduct monthly sampling audit on approved loan applications.

## LOAN PROCESS FLOWCHART



## IX. Pre-Termination Fee (PTF)

Pre-termination fee applies when the COOP member will fully pay his/her loan in advance prior its original end date of loan. In this regard the uncollected interest on loans will be waived hence pre-termination fee will be collected. The manner of computing PTF will be based on the outstanding principal balance of loan, PTF rate will vary depending on the remaining terms and the manner of separation with the company. See below matrix.

Remaining terms on loan	PTF standard rate	PTF due to retirement	PTF due to SP (Sep'n Prog)	PTF due to Death	PTF due to Termination in STMC or Company
12 months and below	1%	.5%	.5%	0%	1%
13 to 24 months	2%	1%	.5%	0%	2%
25 months and above	3%	1.5%	.5%	0%	3%

Pre-termination fee is waived if new loan application and loan for offset are the same type of loan. Charging of PTF will apply if the new loan application and the loan for offset are on different type of loan.

**Note:** In pursuit of demonstrating KAPWA TULONG as COOP values we will no longer charged any PTF due to Death of COOP member.

#### **X. Loan Collection/ Mode of Payment**

All payment or amortization for loans and other forms of credit extended to members shall be paid through salary deduction scheme through the following schedule:

- Loans/Credit released from 1<sup>st</sup> - 15<sup>th</sup> of the current month – first deduction will take effect on the 25<sup>th</sup> payday of the month.
- Loans/Credit released from 16<sup>th</sup> - 30<sup>th</sup> of the current month – first deduction will take effect on the 10<sup>th</sup> payday of the succeeding month.



### XI. Cooperative Loan Matrix for Coop Members (NOVEMBER 2018 Edition)

LOAN TYPE	PURPOSE	REQUIREMENTS	LOAN TERM	LOAN AMT	INTEREST RATE / MONTH	SERVICE FEE
<b>Petty Cash Loan</b>	Trans/Tel/Water, Elec.	- 3 months coop member - with at least P2500 share capital	1-6 months	P2k - 10K	1.5% / mo. straight-line	2%
<b>Pantawid Loan</b>	To finance immediate cash needs most specially during before payday	- 6 months coop member - with at least P2500 share capital	2 months	P 500 P 1000 P 1500	.5% / mo. straight-line	0%
<b>Tiangge Loan</b>	Tiangge products & other coop items	- 3 months coop member - with at least P2500 share capital	1-6 months	Max of 5K Convertible to SM Shopping Card Load	1.5% / mo. straight-line	1% add-on
<b>Cellphone/Appliance Loan</b>	Cellular phones, furniture & appliances	- 6 months coop member - with at least P2500 share capital	Up to 24 months	Max of 50K Convertible to SM Shopping Card Load	1.5% / mo. straight-line	1% add-on
<b>Digicam/Electronics Loan</b>	Digicam/PC/Ipods	- 6 months coop member - with at least P2500 share capital	Up to 24 months	Max of 50K Convertible to SM Shopping Card Load	1.5% / mo. straight-line	1% add-on
<b>Providential Loan</b>	Personal Consumption	- 6 months coop member - No document needed	Max of 4 years to pay	- 6 mos. member up to 50K - 1 year member up to 200K	1.5% / mo. straight-line	2% or 3K whichever is lower.
<b>Emergency Loan</b>	Medical or hospitalization, damages to life & property due to accident or calamities.	<p>Medical related (any of the following)</p> <ol style="list-style-type: none"> <li>1) Billing statement</li> <li>2) Copy of OR (date must be not more than 1 month old).</li> <li>3) Quotation from hospital</li> </ol> <p>For property related cases (all of the following requirements below)</p> <ol style="list-style-type: none"> <li>1) Picture of the destroyed property</li> <li>2) Estimated cost of expenses</li> <li>3) Proof of ownership</li> <li>4) Barangay/police report</li> </ol> <p>For pregnancy related incidents: for unplanned caesarian operation due to complications, the member can only loan the additional cost (the difference between the cost of normal delivery or scheduled CS and the unplanned caesarian operation)</p> <p>Note: For miscellaneous expenses due to hospitalization. Amount of loan is maximum of 20K or P1000/day of hospitalization whichever is lower.</p> <p>Note: In case of incomplete requirements, a promissory note should be attached together with the loan form signed by the member; or in case member is not physically present at the time of loan, representative should be made co-maker (must be eligible to co-make) and must sign the promissory note. If after two weeks, member still has not submitted the complete documents; full loan amount shall be deducted one time from the member's salary.</p>	2 mos. to 3 yrs	- 3 mos. member up to 10K - 6 mos. member up to 50K - 1 year member up to 100K	1% / mo. straight-line	0%
<b>Educational Assistance Loan (EAL)</b>	Is a loan facility that can be used to finance educational requirements of member and their dependents	- STMC member for at least six (6) months. - Proof of educational expenses of member or dependents such as copy of quotation of tuition fees, books, school supplies, uniforms and other related school expenses for the current school year. Excluding electronic gadgets, computer, school service expenses and non school required extracurricular expenses	1 year	Max of 50K	1%/ mo	2%
<b>Productive Loan</b>	Business Purposes	- 1 year coop member - 2 years in the company <u>If w/ existing business:</u> 1) Updated mayor's business permit	Max of 4 years to pay	Max of 250K	1.25% / mo. straight-line	2% or 3K whichever is lower.

		<p>2) Proof of business related expenses  <u>New/backyard business:</u>            1) Project proposal            2) Mayor's permit            Note: if there is no Mayor's permit presented, member should avail of the providential loan</p>										
<b>Housing Loan</b>	All transactions related to procurement and renovation of member's house	<p>- 1 year coop member            - 2 years in the company  <u>If existing property:</u>            1. Copy of TCT (Title) under member's name            2. Bill of materials  <u>New property</u>            1) Copy of TCT under previous / current owner            2) Notarized deed of sale            3) Proof of housing related expenses.            Note: a notarized deed of assignment should be submitted for single status members who presented land titles owned by their parents</p>	Max of 5 years to pay	Max of 300K	1.25% / mo. straight-line	2% or 3K whichever is lower						
<b>Life Plan Loan (LPL)</b>	STMC Life Plan Loan is a credit facility that can finance members and its dependents Life/Non Life insurance and pre-need premiums	<p>1) <u>Duly signed Loan application form</u>            2) <u>Proof of Insurance or pre-need plan (any of the following)</u>  <ul style="list-style-type: none"> <li>▪ <u>Life plan application form if accredited by STMC</u></li> <li>▪ <u>Quotation or billing statement from Insurance/Pre-need company</u></li> <li>▪ <u>Renewal notice from Insurance/Pre-need company</u></li> </ul> </p>	Max of 5 yrs	Max of 200k Note: Check is payable to Insurance/Pre-need Company.	1% / mo. straight-line	2% or 3K whichever is lower						
<b>Back to Back Loan (BBL)</b>	To attract members with big share capital contribution to avail credit opportunities.	<p>1. With minimum paid up capital of P300K            2. Subject to take home pay policy</p>	Max of 5 yrs to pay	Min of 200K & max loan amount is equivalent of his/her paid up capital.	10% / annum diminishing balance	2% or 3K whichever is lower						
<b>Vehicle Assistance Loan (VAL)</b>	Is a vehicle financing facility that can be used to buy a brand new, second hand vehicle or refinance existing car loan. Covered vehicles are cars, motorcycle, tricycles, jeepney's and truck	<ul style="list-style-type: none"> <li>• With at least <i>P100,000</i> paid up capital</li> <li>• At least 1 year COOP member</li> <li>• Not delinquent for the last 3 months (Share capital &amp; loans)</li> <li>• No offsetting of other coop loans</li> <li>• Loan proceeds- check is payable to seller/car dealer.</li> <li>• The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).</li> <li>• Subject to Co-maker policy</li> </ul> <p>General requirements</p> <ul style="list-style-type: none"> <li>• Duly signed Vehicle Assistance Loan form.</li> <li>• Photocopy of latest community tax certificate (cedula)</li> <li>• Quotation from supplier/seller with complete name, address, contact number and TIN number.</li> <li>• <i>Proof of ownership by the seller such as photo copy of LTO OR &amp; CR. If the vehicle is not under the name of the seller, deed of sale and photo copy of LTO OR &amp; CR are required to be submitted.</i></li> <li>• <i>1 valid ID of the seller (photo copy)</i></li> <li>• <i>Proof of availability of funds to pay the difference of the cost of vehicle and the loan amount based on Vehicle loan application.</i>  <i>Examples are:</i> <ul style="list-style-type: none"> <li>• <i>latest bank statement of account with account name and account number</i></li> <li>• <i>Official receipt from car dealer/seller if employee already provided earnest money.</i></li> </ul> </li> <li>• Additional requirements for assumption of loan               <ul style="list-style-type: none"> <li>• Latest Statement of account from bank or financing institution.</li> </ul> </li> </ul>	Max of 5 yrs to pay	<table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: center;">Loan Amount</th> <th style="text-align: center;">Terms of payment</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">50k to 99k</td> <td style="text-align: center;">2.5 years</td> </tr> <tr> <td style="text-align: center;">100k and above</td> <td style="text-align: center;">Max of 5 years to pay</td> </tr> </tbody> </table> <p>The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash &amp; Emergency loan which is allowed up to 3X of paid-up share capital.</p>	Loan Amount	Terms of payment	50k to 99k	2.5 years	100k and above	Max of 5 years to pay	10% / annum diminishing balance	2% or 3K whichever is lower
Loan Amount	Terms of payment											
50k to 99k	2.5 years											
100k and above	Max of 5 years to pay											

		<ul style="list-style-type: none"> <li>• Copy of mortgage contract or loan agreement</li> </ul>				
<b>Auto Loan</b>	STMC Auto Loan is a car financing facility that can be used for personal use. It covers cars, vans, SUVs and AUVs, for brand new units only	<ul style="list-style-type: none"> <li>• STMC member for at least two (2) years</li> <li>• With at least P300,000 paid up capital</li> <li>• Not delinquent for the last 12 months.</li> <li>• Subject to take home pay policy</li> </ul> <p><b>GENERAL REQUIREMENTS</b></p> <p>1) Duly signed STMC Auto Loan application form w/ spouse signature/consent.</p> <ul style="list-style-type: none"> <li>• If married – copy of marriage certificate</li> <li>• If separated – affidavit of separation</li> <li>• If widowed – copy of death certificate</li> </ul> <p>2) Proof of availability of funds to pay the difference of the cost of car and the loanable amount based on car loan application - as employee's share or equity.</p> <ul style="list-style-type: none"> <li>• Examples are:</li> <li>• current bank statement of account with account name and account number,</li> <li>• official receipt from car dealer if employee already provided earnest money.</li> </ul> <p>3) Photocopy of latest community tax certificate (cedula)</p> <p>4) Quotation from car dealer</p> <p>5) Photocopy of STMC coop ID</p>	Max of 5 yrs to pay	80% of total car price or up to a maximum loan amount of Php 800K	10% / annum diminishing balance	Fixed service charge of 5K
<b>Travel and Tour Loan (TTL)</b>	A loan facility that can be used to finance travel and tour expenses of a member or his/her dependents.	<p>Requirements:</p> <p>1) STMC member for at least six (6) months.</p> <p>2) Coverage: Loan is applicable to both Planned and Completed travel and tours</p> <p>3) Additional requirements:</p> <p>3.1. For Planned Travel and Tours: Proof of travel and tour expenses not limited to the following:</p> <ul style="list-style-type: none"> <li>○ Confirmed Airfare, Cruise or Shipping and Bus Travel booking</li> <li>○ Confirmed Hotel and Accommodation booking</li> <li>○ Miscellaneous Expenses with or without receipts allowed up to max of P30,000</li> <li>○ Receipts &amp; Invoices should be under the name of the coop member and qualified dependent</li> </ul> <p>3.2. For Completed Trips: Mandatory loan amount limit to the following expenses only</p> <ul style="list-style-type: none"> <li>○ Completed trips must be at most within 2 months after the inclusive travel dates</li> <li>○ Airfare, Cruise or Shipping and Bus Travel booking tickets</li> <li>○ Hotel and Accommodation invoice or receipts</li> <li>○ Miscellaneous Expenses with or without receipts allowed up to max of P30,000</li> <li>○ Photo copy of OR issued for all travel related purchases/payments must be submitted to coop upon loan availment</li> <li>○ Receipts &amp; Invoices should be under the name of the coop member and qualified dependents</li> </ul>	Maximum of 3 years to pay	Maximum of P100K	1.00% / mo. straight-line	1% add-on
Note:						

- 1) The credit limit per member is equivalent of 2X of paid-up capital except for Petty Cash & Emergency loan which is allowed up to 3X of paid-up share capital.
- 2) The maximum monthly amortization for all types of company and COOP loans shall be 35% of the employee's monthly basic salary (MBS).
- 3) Pre-termination fee is waived if loan for offset and the new loan application are the same type of loan. The manner of computing PTF will be based on the outstanding principal balance of loan, PTF rate will vary depending on the remaining terms. See below matrix.

Remaining terms on loan	PTF standard rate	PTF due to retirement	PTF due to SP (Sep'n Prog)	PTF due to Death	PTF due to Termination in STMC or Company
12 months and below	1%	.5%	.5% (.25%)	0%	1%
13 to 24 months	2%	1%	.5% (.25%)	0%	2%
25 months and above	3%	1.5%	.5% (.25%)	0%	3%



# Sulong sa Tagumpay Multi-purpose Cooperative

c/o STMicroelectronics Inc. Bldg. #9 Mountain Drive, LISP II, Barangay La Mesa,  
Calamba City, Laguna

Telephone/Fax No. 049.5457800 local 5408 or 5707

[www.stmcoop.org](http://www.stmcoop.org)

## Revision History:

Revision#	Change Details		Author	Date																								
	FROM	TO																										
U	Non Existence	Travel and Tour Loan (T&TL) Partial Loan Payment Scheme Update of PTF	Judioz Manejero Ronino Manzanares Ma. Leticia Lacaba Corazon Llamas	October 2018																								
T	Credit Committee Approval (At least 2 signatories for all loan types except for Petty Cash and Tiangge Loan up to 5K which require only 1 signatory)	Remove the Credit committee approval in the loan processing flow.  Crecom to conduct monthly sampling audit on approved loan applications.	Judioz Manejero, Ronino Manzanares, ma. Leticia Lacaba & Arnel Austria	May 28, 2018																								
S	<table border="1"> <thead> <tr> <th>Remaining terms on loan</th> <th>PTF standard rate</th> </tr> </thead> <tbody> <tr> <td>12 months and below</td> <td>1%</td> </tr> <tr> <td>13 to 24 months</td> <td>2%</td> </tr> <tr> <td>25 months and above</td> <td>3%</td> </tr> </tbody> </table>	Remaining terms on loan	PTF standard rate	12 months and below	1%	13 to 24 months	2%	25 months and above	3%	<table border="1"> <thead> <tr> <th>Remaining terms on loan</th> <th>PTF standard rate</th> <th>PTF due to retirement</th> <th>PTF due to MDSP</th> </tr> </thead> <tbody> <tr> <td>12 months and below</td> <td>1%</td> <td>.5%</td> <td>.5%</td> </tr> <tr> <td>13 to 24 months</td> <td>2%</td> <td>1%</td> <td>.5%</td> </tr> <tr> <td>25 months and above</td> <td>3%</td> <td>1.5%</td> <td>.5%</td> </tr> </tbody> </table>	Remaining terms on loan	PTF standard rate	PTF due to retirement	PTF due to MDSP	12 months and below	1%	.5%	.5%	13 to 24 months	2%	1%	.5%	25 months and above	3%	1.5%	.5%	Cla Mendoza, Dionel Gayo, Marcelino Sison & Charles Mendoza	Jan. 17, 2018
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R	1 month to pay  No offsetting/restructuring of loan	2 months to pay  Deleted the no offsetting/restructuring provision	Judioz Manejero, Ronino Manzanares, Ma. Leticia Lacaba & Arnel Austria	October 2017																								
Q	2% Service fee for Providential Loan, Housing Loan, Productive & Life Plan Loan  Emergency Loan - 2% Service Fee  2% service charge for Tiangge, Digicam & Cellphone/appliance Loan  Vehicle Assistance Loan – no define maximum loan amount	2% or P3,000 service fee whichever is lower for Providential Loan, Housing Loan, Productive & Life Plan Loan  Emergency Loan - 0% Service Fee  1% service charge for Tiangge, Digicam & Cellphone/appliance Loan  Maximum limit for Vehicle Assistance Loan will be 2x of share capital or 1M whichever is lower.	Dionel Gayo, Clarinda Mendoza, Marcelino Sison Jr & Rommel Santiago	August 2016																								
P	Non existence	<u>Pantawid Loan</u>	Judioz Manejero, Ronino Manzanares, Pinky Llana, Arnel Austria & Rommel Santiago	July 2016																								
O	<u>Tiangge Loan</u>	<u>Tiangge Loan</u>  Member has an option to convert his/her Tiangge	Judioz Manejero, Ronino	November 2015																								



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	<p>Non existence</p> <p><u>Cellphone/Appliance Loan</u></p> <ul style="list-style-type: none"> <li>- Loan amount maximum of 20K</li> <li>- 12 months to pay</li> <li>- non existence</li> </ul> <p><u>Digicam Loan</u></p> <ul style="list-style-type: none"> <li>- Loan amount maximum of 30K</li> <li>- 12 months to pay</li> <li>- non existence</li> </ul> <p><u>Productive Loan</u></p> <ul style="list-style-type: none"> <li>- Loan amount maximum of 150K</li> <li>- 3 years to pay</li> </ul> <p><u>Housing Loan</u></p> <ul style="list-style-type: none"> <li>- Loan amount maximum of 150K</li> <li>- 3 years to pay</li> </ul> <p><u>Life plan Loan</u>          This loan portfolio covers a world class memorial service to plan holders in partnership with the St. Peter Life Plan Incorporated. Check is payable to St. Peter Life Plans</p>	<p>loan to SM Shopping Card load</p> <p><u>Cellphone/Appliance Loan</u></p> <ul style="list-style-type: none"> <li>- Loan amount maximum of 50K</li> <li>- 24 months to pay</li> <li>- Member has an option to convert his/her Cellphone/Appliance loan to SM Shopping Card load</li> </ul> <p><u>Digicam Loan</u></p> <ul style="list-style-type: none"> <li>- Loan amount maximum of 50K</li> <li>- 24 months to pay</li> <li>- Member has an option to convert his/her Digicam loan to SM Shopping Card load</li> </ul> <p><u>Productive Loan</u></p> <ul style="list-style-type: none"> <li>- Loan amount maximum of 250K</li> <li>- 4 years to pay</li> </ul> <p><u>Housing Loan</u></p> <ul style="list-style-type: none"> <li>- Loan amount maximum of 300K</li> <li>- 5 years to pay</li> </ul> <p><u>Life plan Loan –</u>  <i>Life Plan Loan – STMC Life Plan Loan is a credit facility that can finance members and its dependents Life Insurance, Non-Life Insurance and Pre-need coverages. Below are the guidelines set forth to all STMC members who will be patronizing this type of loan.</i></p> <p>Scope of limitations: It is the member's responsibility to choose their own insurance and pre-need providers covered with the following limitations.          1) Insurance or Pre-need Company must be registered at Securities and Exchange Commission or Insurance Commission.          2) Company must be operational in the Philippines.</p> <p>General requirements          1) Duly signed Loan application form          2) Proof of Insurance or pre-need plan (any of the following)            - Life plan application form if accredited by STMC            - Quotation or billing statement From Insurance/Pre-need company            - Renewal notice from Insurance/Pre-need company          3) Loan Amount :                                    Max of 200K          4) Interest Rates : 1% per month straight-line basis          5) Service Fee : 2% to be deducted in principal          6) Loan Term : Max of 5 years to pay          7) Loan proceeds- Check is payable to</p>	<p>Manzanares,          Marilyn          Calubaquib,          Leah Cruz,          Dionel Gayo          &amp; Rommel          Santiago</p>
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# Sulong sa Tagumpay Multi-purpose Cooperative

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		Insurance/Pre-need Company.		
N	Car Assistance Loan	Vehicle Assistance Loan, covered vehicles are cars, motorcycles, tricycles, jeepneys and trucks  Inserted the requirements for Petty Cash loan, Tiangge loan, Cellphone loan, Digicam loan, Emergency loan, Providential loan, Productive loan, Housing loan and Educational Assistance loan  Deleted the webapps as part of requirements	Judioz Manejero, Ronino Manzanares, Rosanna Paulan, Leah Cruz & Rommel Santiago	June 2015
M	limit on Petty Cash Loan is 2k to 6k	limit on Petty Cash Loan is 2k to 10k	Judioz Manejero, Ronino Manzanares, Rosanna Paulan, Leah Cruz & Rommel Santiago	Aug 6, 2014
L	Non-existent  From 100K  3 years to pay	Creation of Educational Assistance Loan  Amend policy on Providential  New loan limit is 200K  4 years to pay	Judioz Manejero, Ronino Manzanares, Rosanna Paulan, Leah Cruz & Rommel Santiago	Aug 6, 2014
K	Non-existent	Creation of Life Plan Loan	Judioz Manejero, Ronino Manzanares, Marcelino Sison jr & Rommel Santiago	Jan 24, 2014
J	5% PTF	1-3% PTF	Judioz Manejero, Ronino Manzanares, Alma Macasieb, Rose Endozo, Marcelino Sison jr & Rommel Santiago	Sept 18, 2013
I	Non-existent	Adopting loan disclosure policy	Judioz Manejero, Ronino Manzanares, Alma Macasieb, Rose	June 20, 2013



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			Endozo, PJ Ortega, Marcelino Sison jr & Rommel Santiago	
H	Non-existent	Creation of Auto Loan	Kenneth Navarro, Ronino Manzanares, Judios Manejero, Rose Endozo, Marcelino Sison jr & Rommel Santiago	Feb 5 2013
G	Non-existent	Adopted the take home pay policy as imposed by the company	Cora Llamas, Dionel Gayo, Marcelino Sison Jr., Imelda Syvilla, Charles Mendoza, Venus Olivar & Rommel Santiago	June 8, 2011
F	Non-existent	Creation of Tugon sa Pangangailagnan Loan	Cora Llamas, Leah Cruz, Marcelino Sison Jr., Imelda Syvilla, Charles Mendoza & Rommel Santiago	Jan 11, 2011
E	Non-existent	Creation of Car Assistance Loan	Cora Llamas, Leah Cruz, Marcelino Sison Jr., Imelda Syvilla, Charles Mendoza & Rommel Santiago	Nov 18, 2010
D	Non-existent  Petty cash loan limit is 2k to 4k and max terms of payment is 4 months	Creation Back to back loan  Petty Cash Loan limit is 2k to 6k and max terms of payment 6 months	Cora Llamas, Leah Cruz, Marcelino Sison Jr., Imelda Syvilla, Charles	Sept 7, 2010





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			Mendoza & Rommel Santiago	
C		Credit Limit computation	Leah Cruz, Cora Llamas, Arnel Austria, Imelda Syvilla, Charles Mendoza & Rommel Santiago	June 10, 2009
B	Non-existent	Policy on loan renewal	Imelda Syvilla, Gil Bonquin, Arnel Austria, Ma Cristina Benitez, Gil De Jesus & Rommel Santiago	Sept. 5, 2008
A	Non-existent	Revised Credit Policy	Leah Cruz, Delmerio Galinato, Reynaldo Dizon, Emelita Reyes & Gil De Jesus	October 23, 2006

**Prepared and endorsed by the Credit Committee:**

\_\_\_\_\_  
**Judioz Manejero**  
 Chairperson

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**Ma. Letecia Lacaba**  
 Vice Chairperson

\_\_\_\_\_  
**Ronino Manzanares**  
 Secretary

**Assisted By:**

\_\_\_\_\_  
**Corazon Llamas**  
 BOD Sponsor

\_\_\_\_\_  
**Rommel A. Santiago**  
 Coop Administrator

Approved By:

The Board of Directors (BOD)

\_\_\_\_\_



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**Dionel Gayo**  
Chairperson

**Charles Gabriel Mendoza**  
Vice Chairperson

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**Clarinda Mendoza**  
Director

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**Corazon Llamas**  
Director

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**Richard Suarez**  
Director