

**The Board of Directors**  
**The Penang Teachers' Co-operative Society Limited**  
No: 1-G King Street  
10200 PENANG

Date:

Sirs,

**RE: ROAD TAX/INSURANCE RENEWAL SCHEME**  
**REGISTRATION No:**

I

.....  
of .....school wish to participate in the Road Tax/  
Insurance Renewal Scheme

The particulars of my motor car/cycle is as per registration card enclosed.

I wish to apply for RM.....being :

- a) Road Tax Renewal for one year                      RM
- b) Insurance    RM
- c) Service Fee    RM
- d) Interest @ 6%    RM

=====  
=====

I agree to the above amount ..... being deducted from my salary by  
.....monthly instalments.

I hereby undertake not to resign from my service or employment with my present employers until the amount is fully repaid and I also authorise my present employers to pay over to the Society any balance which may be due to me in form of salary etc. on the cessation of my membership if the Society makes a claim against me.

SAMPLE FORM

.....  
SIGNATURE OF WITNESS

.....  
SIGNATURE OF APPLICANT

NAME OF WITNESS .....

NAME: .....

ADDRESS .....

MEMBERSHIP NO: .....

.....

SCHOOL: .....

HOME ADDRESS: .....

.....

N.R.I.C. ....

AGE..... TEL NO .....

COVER NOTE No: .....  
REG CARD No: .....  
CHEQUE No: .....AMT RM .....  
CHEQUE No: .....AMT RM .....  
REFERENCE No: .....

**THE PENANG TEACHERS' CO-OPERATIVE SOCIETY LIMITED**

**LOAN BOND**

Date .....

Bond No .....

I, ..... of .....  
School/Office a member of the above named Society, have this day taken a cash loan of Ringgit  
Malaysia .....  
from the above-named Society which together with interest at 6% per annum amounts to Ringgit  
Malaysia .....(RM .....)  
and I agree to the amount being deducted from my salary by .....equal month instalments.

This money is to be applied for the purpose of renewing road tax/insurance and should it not be applied  
for this purpose I undertake to repay it within one month from the date hereof.

I hereby undertake not to resign from my service or employment (with my present employers) until this loan  
is repaid and I also authorise my present employers to pay over to the Society any balance which may be due to me  
in the form of salary etc. on the cessation of my membership if the Society makes a claim against me.

Signature of Witness .....

Name of Witness .....

Address .....

SIGNATURE OF BORROWER

I, the undersign hereby agree that if the said borrower fails to pay the said loan or any instalment thereof with  
the interest due thereon in the manner noted above I will on demand pay the said loan or the instalment thereof  
as the case may be to the said Society or its assigns.

Further, I hereby agree that if I fail to discharge the said loan or any instalment thereof together with the  
interest due upon it the Directors may proceed to recover the amount due by me by deduction from my salary  
in the manner prescribed for the recovery of loans etc. under the Bye-Laws.

Signature of Witness .....

Name of Witness .....

Address of Witness .....

.....

Signature of Surety .....

Name of Surety .....

I/C No .....

Age of Surety .....

Membership No.....

School .....

Clean Wage RM .....

SAMPLE  
FORM