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**Universiti Islam Sultan Sharif Ali  
(UNISSA)**


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**PROCEDURES MANUAL**

Subject	<b>HOUSING LOAN APPLICATION</b>
Section:	<b>ADMINISTRATION</b>


	NAME	POSITION	SIGNATURE
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	<b>PROCEDURES MANUAL</b>	Rev. No.: 00
Section:	ADMINISTRATION SECTION	Effective Date: 28 <sup>th</sup> September 2022
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This procedure manual will help all staff in understanding the procedure of processing housing loan application.

#### 1.1 Purpose

To ensure that the housing loan application is process is organized and base on regulation that has been implemented by the government.

#### 1.2 Scope

This scope of this manual is to ensure that all annual housing loan application and follow the regulation set by the government

#### 1.3 Responsibilities

Responsibility	Description
Acting Registrar	To check and sign letter of Housing Loan Application form
Admin Assistant Registrar	To check Housing Loan Application form
Supervisor	To check Housing Loan Application form
Admin Clerk	To check Housing Loan Application form To key in information on TAFIS
Clerk	To submit To check Housing Loan Application form
Office assistant	To submit application to Treasury Department, Ministry of Finance and Economy
Applicant	To fill in Housing Loan Application form. Applicant are Academic Staff and Supporting Staff among local

## 2 Definitions and Abbreviations

### 2.1 Definitions

*Housing Loan Application form*

It is platform for applicant to apply for Housing Loan


### 2.2 Abbreviations

HLAF	Housing Loan Application form
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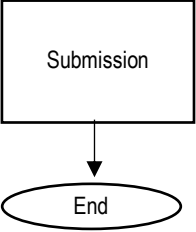
## 3 Procedure Details



Activity	Details	Responsible Person	Documented Information	Duration
<pre> graph TD     Start([Start]) --&gt; FillingForm[Filling form]     FillingForm --&gt; Submission[Submission form and instruction minute]     Submission --&gt; Receive[Receive and check form]     Receive --&gt; Processing[Processing application]     Processing --&gt; KeyIn[Key in and make copy]     KeyIn --&gt; A((A))                     </pre>	<b>1. Filling Housing Loan Application form</b>			
	1.1 Applicant fill in and complete Housing Loan Application form and submit to administration through respective section	Applicant	Housing Loan Application	
	<b>2. Submission of Housing Loan Application form</b>			
	2.1 Submission of Housing Loan Application to Registrar	Respective section clerk		1-2 working days
	2.2 Receive Application	Registrar Confidential Clerk		
	2.3 Instruction minute to Admin Assistant Registrar and Supervisor	Registrar		
	<b>3. Receive Housing Loan Application</b>			
	3.1 Receive Housing Loan Application	Admin clerk		
	3.2 Check whether the Housing Loan Application form is complete or incomplete. If not complete the Housing Loan Application will be return to the applicant	Supervisor / Admin Clerk		
	<b>4. Processing Housing Loan Application</b>			
	4.1 To check and get information from Personal file of applicant	Supervisor / Admin Clerk		1-4 working days
	4.2 Fill in information needed for the form at head of department section	Supervisor / Admin Clerk		
	4.3 Sign and check whether to submit the application to Treasury, Ministry of Finance and Economy	Acting Register		
	4.4 Preparing memorandum for submission of form to Treasury, Ministry of Finance and Economy	Admin Clerk		
	4.5 Sign Memorandum	Registrar / Administration Assistant Registrar		
	4.6 Key in Information in TAFIS	Admin Clerk		
	4.7 Make copy of applicant form and memorandum to be put in applicant file	Admin Clerk / Office Assistant		
<b>5. Submission of housing loan application</b>				

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	<p>5.1 Submission of housing loan application to Treasury Department, Ministry of Finance and Economy. With despatch of receiving by Treasury Department, Ministry of Finance and Economy</p>	<p>Office Assistant</p>		<p>1-2 working days</p>
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#### 4 References

- Housing Loan Application