

15th August 2018

TO: All Staff

ADMINISTRATIVE INSTRUCTIONS ON 4TH BATCH OF HOME RENOVATION LOAN (FHRL)

Reference:

A. FRSC/HQ/CM/COOP/HRL/04/02 dated 02 August 2018

You will recall the call made in respect of the 4th batch of Home Renovation Loan, vide memo with the above quoted reference.

2. Further to the content of the said memo, I am to present details of the administrative instructions pertaining the Loan as follows:

a. The allocation of slots shall be as follows:

i.	Each Zonal Command is allocated -	10
ii.	Each Department -	3
iii.	Each Corps Office -	2
iv.	FRSC Academy -	2
v.	FRSC Training School -	2
vi.	Print Farm -	2
vii.	ULS -	6
viii.	PSS -	2
ix.	PIO -	2

b. The distribution shall include both Officers and Marshals.

c. The open ballot system shall be applied to determine successful applicants.

3. Consequent on the foregoing, all the Supervising Officers of the formations mentioned above are required to forward names of successful applicants under them to the undersigned. Thereafter, the prospective beneficiaries will be required to report at the Housing 2000 Secretariat at Zone 7 Wuse, Abuja with the following information/documents for documentation on or before Friday 30th August 2018.

- Means of Identification e.g. NDL, National ID and International passport.
- NHF Passbook.
- 3 months' Pay Slip.
- Address of the property to be renovated.
- Certified Bill of Quantities.
- Letter of appointment.
- Two recent passport photographs.
- Applicants account details.
- BVN bio data page.
- One-month bank account statement.
- Signed Guarantor Form.

4. In view of the need to facilitate the process, successful applicants who are interested are to pay the required amount for preparation of Certified Bill of Quantities (BOQ) to the following bank account:

- a. Name: FRSC Housing Cooperative Society
- b. Account number: 0043065102
- c. Bank: Union Bank

5. All Heads of FRSC formations are advised to ensure that names of successful applicants are forwarded before the deadline as failure will result the to transfer of their slots to other beneficiaries.

5. Further information and clarification can be obtained by email housing20000@frsc.gov.ng and copy ed.adebisi@frsc.gov.ng.

OR call Akpa 08036456601, Vera on 08035992753 or Toyin on 08073098551.

6. Thank you.



Muhammed Shehu, FCA

Chairman, FRSC Mega Cooperative Society