

**NATIONAL HOUSING AUTHORITY
AUXILIARY SERVICE: ACCESS TO CREDIT FROM MICROFINANCE INSTITUTIONS**

CLIENTS: Awardees in NHA–Administered Resettlement Projects

REQUIREMENTS:

1. Accomplished Business Survey Form
2. MFI Requirements
 - Application Form
 - NHA Certification
 - Barangay Certificate/ Clearance
 - Community Tax Certificate
 - ID pictures, (1x1 or 2x2), two copies each

As Required:

- Business Plan
- Sketch of Residence
- Co-maker for loan

FEES: None

**SCHEDULE OF AVAILABILITY
OF SERVICE:** Monday to Friday, 8 A.M. to 5 P.M. and Weekends as Scheduled

Step	Client	Agency Activity/Action	Person/Unit Responsible	Location of Office	Transaction Period	
					Duration of Activity	Day
1	Accomplishes Business Survey Form	Conducts interview; assists in accomplishing form	Livelihood Staff	Project Office	30 minutes	} Day 1
2	Selects Microfinance Institution (MFI)	Provides information on lending program and pre-orientation schedule	Livelihood Staff	Project Office	30 minutes	
3	Attends MFI pre-orientation session	1. Assists in conduct of pre-orientation	Livelihood Staff	Project Office	30 minutes	} Day 2
		2. Issues application form	Livelihood Staff	Project Office	5 minutes	

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4	Submits application with complete documentary requirements to Project Office	1. Check requirements	Livelihood Staff	Project Office	5 minutes	} Days 3-4
		2. Transmits application and requirements to MFI	Livelihood Staff	Project Office	1 day	
		3. Assists MFI in credit investigation	Livelihood Staff	Project Office	1 hour	Day 5
5	Attends MFI training	Assists MFI in the conduct of training	Livelihood Staff	As designated	As scheduled	
6	Prepares Business Plan, if required	1. Assists in the preparation of Business Plan	Livelihood Staff	Project Office	½ day	Day 6
	Submits Business Plan to Project Office	2. Transmits Business Plan to MFI	Livelihood Staff	Project Office	½ day	Day 7
		3. Notifies client in writing of status of application as information is provided	Livelihood Staff	Project Office	½ day	Day 8
7	Receives loan/ check from MFI					