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## Personal Financial Statement (PFS)

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[www.usbbank.com.cy](http://www.usbbank.com.cy) | 8000 2323

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## Guiding Principles for completing the Personal Financial Statement (PFS)

1. This Personal Financial Statement (PFS) is designed to assist you in identifying your current financial circumstances and position.
2. The completion of the PFS is a serious undertaking and thus, we will work with you to ensure that the information reflected in it is complete and accurate, in order to determine the most appropriate and viable restructuring option based on your particular circumstances.
3. The easiest way to see where you stand financially is to gather all the relevant information and documents so that you can write down all the money you receive and spend each month and complete this PFS (If your income is weekly, multiply it by 52 and divide the result by 12 to get your monthly income).
4. In the PFS you will have to provide information on your current income and expenses as well as regarding other amounts you owe and any assets you own. It is important that you include all of your basic living expenses. You are also encouraged to ensure that you are maximising your income, including any social welfare entitlements you may be eligible for.
5. It is important to fill out the PFS fully and accurately and to provide the Bank with any relevant documentation (on the basis of the attached checklist) that we may need to assess your financial position. The Bank will only seek information that is relevant to this assessment.
6. Your completed PFS and other factors relating to your case will be assessed by your credit officer who will decide:
  - whether or not to continue with the existing cooperation and/or with the renewal of your existing credit facilities and/or with the granting of a new loan, if your financial status is deemed satisfactory,or
  - Whether or not a restructuring and/or an alternative repayment arrangement is necessary and, if so, what type(s) of alternative repayment arrangement(s) appropriate to your circumstances can be made available.
7. Further information and other support material are available through our website [www.usbbank.com.cy](http://www.usbbank.com.cy)

## List of Documents that need to support the Personal Financial Statement (Documentation Checklist)

The purpose of the attached checklist is to help you collect the various information and documents that must be submitted to the Bank together with your PFS for the purposes of the evaluation of your current financial situation, in the case of:

- reviewing your existing credit facilities; or
- assessing your application for a new facility; or
- restructuring of your existing credit facilities due to difficulties in their repayment.

Make sure you have completely filled out the PFS, that you have signed and attached all necessary supporting information and documents listed in the attached list and return it to your personal banker.

We kindly warn you that you need to include the above information, along with the fully completed and signed PFS and to submit correct and comprehensive information and/or data and/or replies in relation to the questions posed in the PFS, as well as the required documents and/or searches and/or studies so as to enable (a) the verification of the information which will be provided by you to the Bank, and (b) the execution of a proper appraisal with regards to your creditworthiness.

In the event that the Bank is not in a position to appraise your creditworthiness due to:

- a) The non-submission on your part of the full information requested and/or the non-provision on your part of full and complete data and/or replies to the questions which are necessary for the execution of the appraisal of your creditworthiness and/or
- b) the non-submission on your part of all the required documents and/or searches and/or studies and/or
- c) the fact that you will not proceed with the verification which is necessary for the appraisal of your creditworthiness,

the credit facility or the restructuring of your current credit facilities, which has been requested by you, will not be granted/carried out.

Upon receipt of the completed PFS, we will contact you to discuss your request.

In the meanwhile you can communicate with your personal banker for any questions about the course of your request.

## PERSONAL FINANCIAL STATEMENT (PFS)

### PART A: BORROWER / GUARANTOR DETAILS

NAME:		SURNAME:		DATE OF BIRTH:	
I.D. / PASSPORT NO.:		NUMBER & AGE OF DEPENDANTS:		E-MAIL ADDRESS:	
PERMANENT RESIDENCE ADDRESS:			POSTAL CODE:	MUNICIPALITY & TOWN:	COUNTRY:
MAILING ADDRESS:			POSTAL CODE:	MUNICIPALITY & TOWN:	COUNTRY:
TEL:	HOME:	WORK:	MOBILE:	FAX:	
PROFESSION / OCCUPATION:		EMPLOYER:		POSITION:	
				TIME IN CURRENT EMPLOYMENT:	
MARITAL STATUS:			SPOUSE NAME & SURNAME:		
I.D. / PASSPORT NO.:		DATE OF BIRTH :		PROFESSION:	

### PART B: MONTHLY INCOME & HOUSEHOLD EXPENDITURE (IN EURO)

Income Details	Borrower/ Guarantor	Spouse	Household Expenditure	Average Monthly Charge <sup>(i)</sup>	Possible Reduction
<b>Gross Monthly Salary</b> (before tax and any other deductions) <span style="float: right;"><b>(B1)</b></span>			Utilities & Taxes (e.g. electricity, telecoms, heating, cable TV, water, sewerage, refuse collection, common expenses)		
<b>Net Monthly Salary</b> (after tax, social insurance contribution and any other deductions) <span style="float: right;"><b>(B2)</b></span>			Property Tax and other taxes		
<b>Total Monthly Social Welfare Benefits</b>			Insurances (e.g. life, home, health)		
<b>Alimony</b>			Household (e.g. rent, care personal / elderly, clothing / footwear, housekeeping)		
<b>Total Other Incomes</b> (e.g. Pension, Grants)			Transport Costs (e.g. fuel, road tax, parking, car maintenance/repairs)		
<b>Monthly Income from Property Assets</b>			Education (e.g. school / university fees, uniforms, books, extra curricular activities)		
<b>Monthly Income from Non-Property Assets</b> (e.g. dividends, interest, investments etc)			Medical (e.g. doctor fees, medication)		
<b>Other Income</b>			Social (e.g. lifestyle, memberships)		
			Other Property (e.g. maintenance)		
			Other (e.g. investment plans, alimony, subscriptions, donations)		
<b>TOTAL MONTHLY NET INCOME</b> <b>(B4)</b> <b>(B4=B2+B3)</b>			<b>TOTAL EXPENSES</b>	<b>(B5)</b>	<b>(B6)</b>
<b>Monthly Arrears excluding arrears to Bank Institutions, e.g. utilities (CYTA, EAC etc.)</b>			, / , / ,		

**PART C: CURRENT MONTHLY PAYMENTS OF DEBTS / CREDIT FACILITIES (IN EURO)**

Type of Credit Facility	Credit Institution Name	Monthly Payments (€)	Arrears / Excesses (€)	Outstanding Balance (€)	Original Amount or Limit (€)	Date of Issue	Remaining Term	Restructuring (YES/N/O/N/A)	Security Type & Amount <sup>(ii)</sup>
Mortgage Loan for Primary Residence (personal / joint)									
Mortgage Loan for Other Property (personal / joint)									
Overdraft <sup>(iii)</sup>									
Other Loan	Car								
	Personal								
	Other								
Other Loan	Car								
	Personal								
	Other								
Other Loan	Car								
	Personal								
	Other								
Credit Cards									
Hire Purchase / Leasing									
<b>TOTAL</b>		<b>(C1)</b>		<b>(C2)</b>					

**PART D: ASSETS**  
**Section 1: IMMOVABLE PROPERTY (IN EURO)**

Property Description	Location	Ownership share %	Estimated Market Value (OMV) <sup>(iv)</sup> (€)	Forced Sale Value (FSV) <sup>(v)</sup> (€)	Date of Valuation (MM/YY)	Mortgaged / Encumbered ? (YES/NO)	Amount of Mortgage (€)	Credit Institution Name
<b>TOTAL FOR ALL PROPERTIES</b>				<b>(D1)</b>				
<b>(a) Total value of Mortgaged properties</b>								
<b>(b) Total value of Free properties</b>								

**PART D: ASSETS**  
**Section 2: NON-PROPERTY ASSETS/ MOVABLE PROPERTY (IN EURO)**

Asset type	Value/ Estimated Value (€)	Charged/ Pledged / Free	Credit Institution Name (if pledged)	Relevant Details
Deposits				
Cars				
Life Insurance Policies				
Shares				
Other Investments				
<b>TOTAL</b>				
<b>Encumbrances on movable property</b>				

Are you a guarantor for a third party? (If yes, complete below):			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Personal guarantee for:	Amount of Guarantee:	Date: / /	Banking Institution:	
Personal guarantee for :	Amount of Guarantee :	Date : / /	Banking Institution :	
Personal guarantee for :	Amount of Guarantee :	Date : / /	Banking Institution :	
Has a bankruptcy order or any other Court order ever been issued or is one still pending against you in regards to your financial obligations? (If yes, provide more information on separate sheet)			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Do you have any relation or connection with clients of the Bank (whether individuals or companies / organizations)? (If yes, give details below):			<input type="checkbox"/> YES	<input type="checkbox"/> NO
Name of related / connected client(s):				
Relation:				

I responsibly declare that the above information included in the present document is true and valid and reflects a true statement of my financial profile and of my asset to this date and I undertake to inform you of any changes. I also undertake full responsibility to reimburse and indemnify the Bank for any loss or expenses and/or any lawsuit and/or any other action due to a false declaration, mistakes or inaccuracies or inefficiencies declared in this document.

As a prospective principal debtor of the Bank, I consent to the disclosure of the information contained in this Statement of Assets and Liabilities to individuals who will guarantee my obligations to USB BANK PLC in accordance with the provisions of the Law regarding the Protection of Specific Category of Guarantors of 2003, No 197(I)/2003

SIGNATURE OF  
APPLICANT /  
PRINCIPAL  
DEPTOR

DATE:

/ /

As a prospective principal Guarantor of the Bank, I declare and confirm that I have received a copy of the 'Personal Financial Statement (PFS)' of the principal Debtor which has been prepared and given to the bank by the principal Debtor in relation to all his assets, including details of all the **encumbrances upon** his property which will be in force upon the signing of the loan agreement.

SIGNATURE OF  
GUARANTOR

DATE:

/ /

WITNESSES:

\_\_\_\_\_  
WITNESS NAME

\_\_\_\_\_  
SIGNATURE

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_  
WITNESS NAME

\_\_\_\_\_  
SIGNATURE

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>PART E: FINANCIAL INFORMATION SUMMARY (FOR OFFICE USE ONLY)</b>		
E1	Gross Monthly Salary (before tax, SIC, provident fund, medical and other deductions) (see <b>B1</b> ) (€)	
E2	<b>Net Monthly Salary</b> (after tax, SIC, provident fund, medical and other deductions) (see <b>B2</b> ) (€)	
E3	<b>Total Net Monthly Income</b> (net salary plus grants and other income) (see <b>B4</b> ) (€)	
E4	Total Monthly Expenditure (based on PFS - see <b>B5</b> ) (€)	
E5	<b>Net Monthly <u>Disposable</u> Income after deducting Total Monthly Expenses based on PFS (E3 less E4)</b> (€)	
E6	<b>80% x Net Monthly <u>Disposable</u> Income based on PFS (80% x E5)</b>	
E7	<b>Logical Living Expenses (LLE) (the latest applicable, based on Foreclosure Department statistics) including <u>Rent for Private Residency</u> (if exists)</b>	
E8	<b>Monthly Disposable Income after deducting LLE (E3 less E7)</b>	
E9	<b>80% x Net Monthly <u>Disposable</u> Income based on LLE (80% x E8)</b>	
E10	<b>Max. Allowable Amount for Servicing Total Debt (Lowest of E6 and E9)</b>	
E11	Total Monthly Repayments (Instalments) of Credit Facilities in all ACIs (see <b>C1</b> ) (€)	

E12	Total Outstanding Balances of Credit Facilities in all ACIs (see C2) (€)	
E13	Total Market Value of Mortgaged/ Encumbered Properties (see table D – section 1) (€)	
E14	Total Forced Sale Value of Mortgaged/Encumbered Properties (see table D – section 1) (€)	
E15	Total Open Market Value of Free Properties (see table D – section 1) (€)	
E16	Total Forced Sale Value of Free Properties (see table D - section 1) (€)	
E17	Total Forced Sale Value(s) of all Properties (see D1 of table D-section 1) (€)	
E18	<b>Ratio 1:</b> {Total Forced Sale Value of all Properties to Total Outstanding Balances of Credit Facilities (%) (E17 / E12)} (%)	

### Notes

- I. "Average Monthly Charge" is the total of the last three bills divided by the number of relevant months (e.g. average charge of electricity is the total of the latest three utility bills divided by six) or, if not applicable, a sound estimate shall be provided.
- II. Amount of Security for Mortgages must be the lowest of the following three: (a) mortgage value, (b) forced sales value of the property and (c) outstanding balance of the credit facility. Amount of Security for shares is the mid-price of the market value of shares. Amount of Security for cash is the amount of the deposit that is blocked.
- III. Monthly payment for overdraft account should be at least equal to the accrued interest.
- IV. If no professional valuation is available, provide an estimate or purchase price.
- V. If no professional valuation is available, estimate FSV as 70% of OMV or purchase price.



**Express consent and declaration of acknowledgment of receipt of information by natural persons in connection with the collection and processing of personal data within the framework of a restructuring/review process of existing credit facilities and/or for the granting of new credit facilities by the Bank**

I, the undersigned, hereby grant USB BANK PLC (hereinafter called “the Bank”) my express and unreserved consent and I authorize the Bank to keep in electronic or any other form one or more filing systems as defined by the Law regarding the Processing of Personal Data (Protection of Individual) of 2001, [Law no.138(1)/2001] as amended from time to time (hereinafter called “the Law”), in which personal data will be filed, which concern me and have been or will be declared to the Bank either by me or with my contribution, or by any other source as well as any personal data that may arise throughout my relationship with the Bank and proceed with the processing of this data for the purpose of forming possible restructuring and/or reviewing solutions for my existing Facilities and/or the Principal’s existing facilities with the Bank and/or for the granting of new credit facilities by virtue of the provisions of the Directive on Arrears Management of 2013 and 2014, of Article 41 of the Business of Credit Institutions Law of 1997 to (N.4) of 2013, and of the Directive on Loan Origination Processes and Processes of Reviewing Existing Loans of 2013 issued by the Central Bank of Cyprus (hereinafter called “the Directives”) and of the “Code of Conduct for the handling of borrowers in financial difficulties” (hereinafter called “the Code”).

Processing by the Bank includes the collection, recording, organization, preservation, storage, modification, extraction, use, transmission, dissemination or any other form of disposal, connection or combination, interconnection, locking, erasure or destruction of the said data.

I, the undersigned, understand that, in accordance with the provisions of the Law, the Bank is the “Data Controller” – i.e. the person that determines the purpose and manner of the processing of my personal data and that the processing of the above personal data is required in order for the Bank to be able to fulfill its obligations, as Data Controller, which are imposed by virtue of the provisions of the Directives and the Code.

**Data to be processed**

I hereby understand and grant my consent hereto to the Bank, in accordance with the Directives and the Code:

- A)** Having access to and proceeding with the processing of the filing system that the Bank must maintain, which includes:
- all communication with borrowers and their guarantors, including the filing system on arrears and loan restructuring;
  - all information obtained from borrowers and/or their guarantors;
  - all actions and measures taken during the restructuring/review process of existing facilities to borrowers and guarantors and/or the granting of new credit facilities by the Bank;
  - all assessments carried out;
  - all official approvals given; and
  - other relevant legal documents.
- B)** Having access to and proceeding with the processing of my personal data, in the context of a possible restructuring/review process of my/the Principal debtor’s existing facilities and/or the granting of new credit facilities to me or the Principal debtor, provided this is necessary and/or possible at the Bank’s absolute discretion, the following information and/or data and/or documents:
- For natural persons, the Personal Financial Statement (PFS), which forms an Annex to the Code;
  - For legal entities, the audited financial statements or management accounts should the audited financial statements not be available;
  - Any supporting evidence confirming the financial and other information provided and any additional information required for the purpose of the restructuring/review process of my existing facilities and/or the granting of new credit facilities by the Bank.

## **Purpose of Processing**

The above filing systems will be kept by the Bank for one or more of the following purposes:

- (a) To examine/assess my financial position and/or the conditions concerning (i) my repayment ability as regards my obligations under the Loan Agreements or guarantees and/or other collaterals, which have been signed or granted and/or (ii) the position of the Facilities, which have been granted and are in arrears in order for the Bank to be able to form restructuring and/or modification solutions for the said Facilities should this be necessary and/or possible at the Bank's absolute discretion and/or (iii) my repayment ability as a borrower and/or a guarantor regarding any application of mine, for the provision by the Bank of any form of credit facilities.
- (b) To collect debts, assess my credit standing and any credit or other risks;
- (c) To complete or facilitate in any way the provision to me of any services referred to in point (a) above;
- (d) To prevent fraud or offences such as money laundering;
- (e) To complete or facilitate in any way whatsoever any transaction of mine with the Bank;
- (f) To carry out a statistical analysis.

## **Confidentiality and Data Recipients**

I have been informed by the Bank and understand that:

- The Bank undertakes the appropriate organizational and technical measures to secure the data and to protect it from accidental or illicit destruction, accidental loss, modification, unauthorized disclosure or access and any other form of illicit processing.
- The Bank hereby undertakes that it shall be limited to the legal processing of only the absolutely necessary and relevant to the purpose of processing personal data.
- The personal data included in the above records or any part thereof, subject to the provisions of the law on bank secrecy, will be announced/transmitted (or may be announced/transmitted) to the employees of the Bank who handle and/or are involved in the restructuring or review process of my existing facilities and/or the granting of new credit facilities by the Bank, should this be necessary and/or possible at the Bank's absolute discretion.
- Furthermore, the personal data included in the above filing systems or any part thereof, subject to the provisions of the law on bank secrecy, will be announced/transmitted (or may be announced/transmitted) to the employees of the Bank, to JCC Payment Systems Ltd (in the case of debit/credit cards and interbank transfers as well as in any other cases the Bank will so decide or for which the Bank has a legal obligation to do so), the Central Bank of Cyprus, the Cyprus Securities and Exchange Commission, abroad (to EU member states and countries of the European Economic Area), to any associates of the Bank providing services pertaining to the Bank's computerized system or other services supporting the Bank's business and/or the dispatch of correspondence to the Bank's representatives as well as in any other cases as the Bank will so decide and/or is obliged by any law and/or court order to do so.
- The transmission of my personal data abroad will be made only to EU member states and countries of the European Economic Area. Should my data need to be transmitted to a foreign country not providing a satisfactory level of protection to personal data, I must be informed accordingly and my written consent will be required on a separate form, unless the specific case falls within the exceptions provided in Article 9(2) paragraphs (b), (c), (d) and (e) of the Law.
- By virtue of the provisions of the Directives and the Code, the Bank has established and set into operation an independent internal dispute resolution process and has established an Appeals Committee with regard to the disputes arising from the submission of objections, claims and complaints by borrowers in relation to the restructuring process.
- I understand that for the examination of any objection, claim and complaint which I may file before the Appeals Committee, the Committee reserves the right to access and review the records that the Bank has at its disposal and which it may process.

- I am obliged to contribute to the collection of my aforementioned personal data in accordance with the provisions of the Directives and the Code, since otherwise the Bank will not be able to proceed with finding restructuring or modification solutions and re-approving my or the Principal's existing facilities as the case may be and decide on the granting of new credit facilities, should this be necessary and/or possible at the Bank's absolute discretion.

**Recording of information**

- I understand and hereby grant my express consent to the Bank to record information in relation to my accounts and/or arrears and/or excesses to the extent permitted by the relevant legislation and to transfer this information to Artemis Banking Information Systems Ltd (which is a company that records economic behavior and has been established for the purpose of credit protection and the promotion of reliable transactions) and such information shall be available to credit institutions which you may contact and which information will be taken into account during the examination of any application of yours to the said banking institutions for the provision of facilities.
- Furthermore, in the event that I am a guarantor, and in case an action has been filed and/or a decision has been issued against a guarantor, the Bank will deliver and/or transmit information regarding such an action and/or the issuance of a decision and/or any other information to the extent permitted by the relevant law to Artemis Banking Information Systems Ltd (which is a company that records financial behavior and has been established for purposes of credit protection and the promotion of reliable transactions ) and such information shall be available to credit institutions which I may contact and which will be taken into account during the examination of any application I have submitted to the said banking institutions for the provision of facilities.

**Right to Access and Rectification**

I have been informed by the Bank and I understand that I have a right to access and rectify my personal data upon submitting an application to the Bank and paying the relevant fee (if applicable).

I have been informed by the Bank and understand that the Bank is obliged to reply in writing and provide a copy of my personal data which is or was subject to processing following my relevant written request, which the Bank will receive - in case this does not require disproportionate effort - and provide the following information:

- i. All of my personal data which has been processed, as well as any available information as to its source;
- ii. The purposes of the processing, the recipients or the categories of recipients, as well as the categories of data, which is or will be processed; and
- iii. The progress of the processing for the time period since my previous briefing.

All that is contained herein constitutes all the information and data which the Bank as Data Controller is obliged to provide me with and the signing by me of the present document constitutes an acknowledgement and declaration on my behalf that the Bank as Data Controller has fully informed me about everything that it is obliged to inform me of, in accordance with the provisions of the Law.

Full Name: .....

Date: .....

Signature: .....

ID. no.: .....