



SALARY LOAN APPLICATION FORM

CREDIT No.....

TYPE OF CLIENT

CLIENT A/C

NEW REPEAT

CREDIT OFFICER.....

BRANCH NAME.....

DATE.....

1. PERSONAL INFORMATION

Last Name	Other Names	Previous Name	Popular Name

VOTER ID NUMBER/ PASSPORT NUMBER/ NATIONAL IDENTITY/ DRIVERS LICENCE/ NATIONAL HEALTH INSURANCE (ATTACH COPY).....

Date of Birth : DD/MM/YY	Place of Birth	Home Town	Contact Number(s)	Postal Address
SEX <input type="checkbox"/> M <input type="checkbox"/> F	Marital Status	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced <input type="checkbox"/> Widowed

2. RESIDENTIAL INFORMATION

Home Address	Street Name	Reference to Locate Residence	Residential Status
			Family <input type="checkbox"/> Rented <input type="checkbox"/> Own <input type="checkbox"/>
IF RENTED	Commencement Date	Expiry Date of Rent	Years Spent in Residence
Next of Kin (Relationship with client)	Name of close friend and contact numbers	Name of Worship Center and Location	

3. SPOUSE INFORMATION (IF ANY)

Last Name	Other Names	Previous Name	Popular Name
Date of Birth : DD/MM/YY	Place of Birth	Home Town	Contact Number(s)
Postal Address			

4. EMPLOYMENT DETAILS

Employer's Name	Employer's Address	Years in employment	Job Title	Department

5. REQUEST FOR THE FACILITY

Amount (GHC)	Purpose for the facility	Frequency of payment	Duration

6. SALARY DETAILS OF APPLICANT (Attach current copy of payslip)

Basic Salary	Allowances	Statutory Deductions	Other Deductions	Net Salary/ Net Income

OTHER FINANCIAL INFORMATION USEFUL TO THE APPLICATION

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7. MONTHLY EXPENDITURE

Family Expenses: Monthly		Family Expenses: Monthly	
Details	Amount	Details	Amount
Food	_____	Transport/ Fuel	_____
Electricity	_____	Health	_____
Water	_____	Househelp/Maid	_____
Telephone	_____	Entertainment	_____
Rent	_____	Clothing	_____
Education	_____	Maintenance	_____
		Others	_____
		Total Family Expenses:	_____

Total Monthly Expenses Net Monthly Income(Net Salary less Monthly Expenses)

8. REFEREES (Write the name, telephone numbers, address of two referees)

Full Name	Address	Telephone

9. DETAILS OF OTHER SECURITY OFFERED IN SUPPORT OF LOAN FACILITY(Please attach employer's undertaking for salary loan applicants)

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Date & Signature of Applicant						
10. CREDIT OFFICERS COMMENTS						
11. PROPOSAL BY CREDIT OFFICER						
Proposed Amount		Duration	Repayment Frequency		Date & Signature of Credit Officer	
12. CREDIT COMMITTEE PROPOSAL						
Amount	Fees	Interest Rate	Duration	Repayment Frequency	Security	Decision
13. SIGNATURE OF CREDIT COMMITTEE MEMBERS						DATE APPROVED
CHAIRMAN		VICE CHAIRMAN		MEMBER		