

2. RECOMMENDATION OF PORTFOLIO/RELATIONSHIP OFFICER

Name	
Comments	

SECTION 3 – LOAN RECOMMENDATION/APPROVAL (to be completed by Branch Manager)

Credit Policy	I confirm that the Application falls within Credit Policy/Product Specification	(Tick)
List Exception(s) where applicable	i.	
	ii.	
	iii.	
Level 1 Approval		
Amount Approved/Recommended		Date:
Comments, if any		
Name: Signature:.....		

Level 2/ Board Approval

Amount Approved		Date:
Comments, if any		
Name: Signature:.....		

SECTION - 4 CREDIT DISBURSEMENT APPROVAL

Funding approved and date	Accounts Officer
	Branch Manager

SECTION – 5 ENTRIES

Entries passed	Date of Entries	Cheque Number
Loan Application Form Fees collected/Amount	Loan Processing Fees Amount	Credit Insurance Fee Amount
Authorising Officer's Name & Signature	Date	



PERSONAL LOAN APPLICATION FORM

SECTION 1

1.0. APPLICANT'S PERSONAL DETAILS

1.1 Branch: Account Number:

1.2. Title: Surname:

1.3. Other Name(s):

1.4. Date of Birth: 1.5. Marital status: Single Divorced Married
 if Married Name of Spouse

Contact No. 1.6. No. of dependants:

1.7. Email:

1.8. Postal address:
 Postal sort code:

1.9. Identification: Voter ID Passport Driver's License Other (specify)

1.10. Identification No.: 1.10. Phone no. (Tel/Cell):

1.11. Bankers: 1. Branch: Bankers: 2. Branch:

1.12. Does applicant have any entitlement with employer?: YES NO If yes, provide details:

2.0. RESIDENTIAL STATUS

2.1. Residential address:

2.2. Which of the following is applicable to your residential status?
 Own House Rented House with Parents Other If other, specify:

No. of months outstanding (if rented)

2.3. Indicate nearest landmark to residence:

2.4. House Phone No: Type of Utility Bill: ECG Water and No.:

3.0. EMPLOYMENT DETAILS

3.1. Name of Employer:

3.2 Nature of Business: No. of years in operations:

3.3. Date of Employment:

3.4. Nature of employment:

3.5. If employment is temporary: Contract Casual
 a. Outstanding months on your employment? b. Is employment renewable? YES NO

3.6. Position / Designation / Rank:

3.7. Salary details: Gross (GH¢): Net (GH¢): 3.6. Social Security No.

3.8. Physical address of Employer:

3.9. Address of Employer:

3.1.0. Contact Number of Employer: Mobile No.

Email of Employer:

3.1.1. Most prominent landmark to Employer's address:

4.0. LOAN DETAILS

4.1. Loan amount requested (GH¢): Amount in Words:

4.2. Purpose of Loan:

4.3. Does applicant have other loans Running?: YES NO If yes, state relevant institution(s)

State outstanding loan amount:

4.4. Provide below list of items to be used as collateral:

1.3.

LOAN APPLICATION PROCESSING FORM GUIDE

CHECK LIST – to be completed for every application

Item No.	Document	Checkpoint(s)	Sales	CO	BM
			(To be validated by ticking)		
1.	Application Form Filling	Legible Application Form			
		Legible copies of supporting documents eg ID			
		Current Passport picture on file			
		Employment details filled			
		Residential Address provided supported by map			
		Employer details completed in full.			
		Employer's Consent/Letter of Undertaking provided, signed and stamped.			
		All relevant Clauses contained in Letter of Consent, Undertaking.			
		Employer's Signature verified			
		Applicant's Signature verified			
		Form signed by Sales Staff (Relationship Officer)			
		Name on application tallies with ID Document			
DoB matches ID documents/account details					
All amendments and cancellations authenticated by Signature of Applicant					
2.	Verification	Applicant is not on Undesirable Parties List			
		Customer's age is between 21 years and 75 years where micro-insurance is to be provided.			
		Original copy of ID Document sighted unless copy held on Mandate file.			
		Must have been in employment for at least six months.			
		Must be citizen of Ghana			
		Original Salary Slip sighted and copy placed on file.			
3.	Loan Repayment Verification	Repayment amount and interest charges validated			
		Debt Service Ratio in line with Product Specification			
4.	Bank Statement	Original 3/6 months Statement sighted			
		Name on Statement matches Loan Applicant			
		No entry in respect of Returned Cheque(s) evident on Statement			
1.	Credit Bureau	No evidence of poor Credit Record			
2.	Top-up	Existing loan has not been 30 days past due in the last six months			
		Employment details have not changed since last approval			
Signature of Credit Officer			Date		
Signature of Branch Manager			Date		

1.2.	Processing Loan Requests	COMMENTS
a.	Character	
b.	Ability	
c.	Margin	
d.	Purpose	
e.	Amount Tenor Interest rate	
f.	Repayment	
g.	a) Security b) Guarantor	
h.	FINANCIALS	
i.	RISK	
j.	RISK MITIGATION	

5.1. GUARANTOR'S DETAILS

5.1. Title: Surname:

5.2. Other name(s):

5.3. Postal address:

5.4. Relation with Applicant: How long have you known Applicant?

D.O.B: 5.5. Place of birth:

Residential address:

5.6. Ownership status of residence: Rented Self-owned Other If other, briefly describe ownership status

5.7. Marital status: Single Married Divorced Widowed

5.8. Type of ID: Voters ID Passport Driver's licence Other (specify)

5.9. ID number: Tel/Cell:

5.10. Type of employment: Employee Self-Employed

5.11. Name of Employer:

a. Date of Employment: b. If employment is temporary Contract Casual

i. Outstanding months on your employment? ii. Is employment renewable? Yes No

c. Position / Designation / Rank: d. Salary details: Gross (GH¢):

Net (GH¢): e. Additional sources of income:

f. Social Security No.

g. Physical address of Employer

h. Contact Number of Employer i. Mobile No.

j. Email of Employer:

k. Most prominent landmark to Employer's address

m. Bankers: 1. Branch: Bankers: 2. Branch:

5.1.3. If guarantor is self-employed:

a. Name of company:

b. Company's registered address:

c. Company's business address:

d. Company's Telephone Number: Company's email:

e. Company's bankers: 1. 2.

f. Additional sources of income:

g. Net monthly income: GH¢

5.2. GUARANTOR'S DETAILS

5.1. Title: Surname:

5.2. Other name(s):

5.3. Postal address:

5.4. Relation with Applicant: How long have you known Applicant?

D.O.B: 5.5. Place of birth:

Residential address:

5.6. Ownership status of residence: Rented Self-owned Other If other, briefly describe ownership status

5.7. Marital status: Single Married Divorced Widowed

5.8. Type of ID: Voters ID Passport Driver's licence Other (specify)

5.9. ID number: Tel/Cell:

5.10. Type of employment: Employee Self-Employed

5.11. Name of Employer:

a. Date of Employment: b. If employment is temporary Contract Casual

i. Outstanding months on your employment? ii. Is employment renewable? Yes No

c. Position / Designation / Rank: d. Salary details: Gross (GH¢):

Net (GH¢): e. Additional sources of income:

f. Social Security No.

g. Physical address of Employer

h. Contact Number of Employer: i. Mobile No.

j. Email of Employer:

k. Most prominent landmark to Employer's address

m. Bankers: 1. Branch: Bankers: 2. Branch:

5.1.3. If guarantor is self-employed:

a. Name of company:

b. Company's registered address:

c. Company's business address:

d. Company's Telephone Number: Company's email:

e. Company's bankers: 1. 2.

f. Additional sources of income:

g. Net monthly income: GH¢

6.1. JURAT (TO BE FILLED IF GUARANTOR IS ILLITERATE)

I , a of
 hereby declare that on the day of..... ,
 I read and explained the original contents of this Application Form (Together with the Guarantor's Form) to,
 (The Guarantor), who is illiterate, in the
 language, and he/she seemed perfectly to understand and approve of
 the contents. I further declare that on the Guarantor's instructions, I filled the Guarantor's Form on his/her behalf and the
 Guarantor seemed perfectly to understand and approve of both the original contents of this Application Form (together with
 the Guarantor's Form) and the responses/information herein provided.

.....
 (Signature of declarant)

Thumb Print of Guarantor

6.2. JURAT (TO BE FILLED IF APPLICANT IS ILLITERATE)

I , a of
 hereby declare that on the day of..... ,
 I read and explained the original contents of this loan application form to,.....
 (the Applicant), who is illiterate, in the language, and he/she seemed
 perfectly to understand and approve of the contents. I further declare that on the Applicant's instructions, I filled this form
 on his/her behalf and the Applicant seemed perfectly to understand and approve of both the original contents of this application
 form and the responses/information herein provided before executing it.

.....
 (Signature of declarant)

Thumb Print of Guarantor

LOAN DETAILS (OFFICIAL USE ONLY)

7.0. APPLICANT'S PRE-AGREEMENT COMMITMENTS

6.1. The Applicant shall pay a non-refundable processing and credit insurance fee equivalent to 3% on the approved loan amount.
NB: ANY FALSE DECLARATION MADE BY THE APPLICANT IN THIS APPLICATION AUTOMATICALLY DISQUALIFIES HIM/HER. WHERE A FALSE DECLARATION IS DETECTED AFTER A LOAN HAS BEEN APPROVED, GAP MICROFINANCE LIMITED SHALL RESERVE THE RIGHT TO IMMEDIATELY RECALL THE LOAN AND ANY INTERESTS THAT MAY HAVE ACCRUED AT THE TIME OF THE RECALL.

APPLICANT'S SIGNATURE/ THUMBPRINT

Signature/Thumbprint:

Date:

1. GUARANTOR'S SIGNATURE

Signature/Thumbprint:

Date:

CREDIT OFFICER

Name:.....

Signature

Date:

2. GUARANTOR'S SIGNATURE

Signature/Thumbprint:

Date:

SECTION 2

OFFICE USE ONLY

LOAN APPLICATION PROCESSING

Date Application Received:

Date of processing:

1.1. LOAN SERVICING

Income per month (Stable income for last 3 months)	GHC	Loan Repayment per month	GHC
Debt Service Ratio	Loan Repayment divided by Income per month as a percentage %		
Method of repayment			