

## AWUTU EMASA RURAL BANK LTD.

.....BRANCH

### LOAN APPLICATION FORM

**PASSPORT  
PICTURE**

Full Name of Borrower

(Surname First) \_\_\_\_\_

Date of Birth \_\_\_\_\_

Account No. \_\_\_\_\_ Date Opened \_\_\_\_\_

Type of ID \_\_\_\_\_ Applicant ID No. \_\_\_\_\_

Home Address \_\_\_\_\_

Branch \_\_\_\_\_

Business Address \_\_\_\_\_

Date \_\_\_\_\_

Occupation & Position Held \_\_\_\_\_

Phone \_\_\_\_\_

\_\_\_\_\_

Amount of Loan Required GH¢ \_\_\_\_\_

Name & Address of Employer to whom Ref may be made \_\_\_\_\_

**Amount disbursed** \_\_\_\_\_

\_\_\_\_\_

Proposed monthly installment GH¢ \_\_\_\_\_

\_\_\_\_\_

Period of repayment \_\_\_\_\_ months

\_\_\_\_\_

Reason for Loan \_\_\_\_\_

\_\_\_\_\_

MONTHLY INCOME:			EXPENDITURE:		
Net monthly salary/income	GH¢		Insurance Premiums	GH¢	
Allowances	GH¢		Standing Orders	GH¢	
Any other source of Income	GH¢		Rent etc.	GH¢	
			Others	GH¢	
<b>TOTAL INCOME</b>	<b>GH¢</b>		<b>TOTAL EXPENDITURE</b>	<b>GH¢</b>	

ANY SECURITY OFFERED?			VALUE
(i)	Land and Buildings	GH¢	
(ii)	Savings a/c	GH¢	
(iii)	FDR	GH¢	
(iv)	Stocks	GH¢	
(v)	Life Policy	GH¢	
(vi)	Others	GH¢	
	Total	GH¢	

Do you maintain any account with this or any other Bank?  
Yes / No

If Yes state particulars  
Give particulars of current or previous facilities \_\_\_\_\_

**Note:** I..... hereby declare that the above information given and provided by me at all material times in relation to this my Loan Application, is in all respect true and accurate for which I should be held liable

by the Bank for any false information given by me including the institution of criminal proceedings by the Bank against my person.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

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**OFFICE USE ONLY**

COMMENTS & RECOMMENDATIONS (SEE OVERLEAF)

Signature \_\_\_\_\_

DECISION OF MANAGER/Head Office Committee:

Signature \_\_\_\_\_

All formalities should be completed by customer before disbursement

Date \_\_\_\_\_

**AERB**

**APPLICABLE TERMS AND CONDITIONS:**

- 1. All information provided to the Bank by the Borrower are only privileged to the extent that they do not violate the laws of Ghana and may be divulged to third Parties in the event of any breach.*
- 2. The Bank is at liberty to obtain any information from the Credit Reference Bureau on the Borrower and any other third party as to all dealings as by Law permitted and the Bank is at liberty to record all enquiries and interactions had with the Borrower which may be seen by other institutions that make their own credit references pertaining to the Borrower and all dealings/information, may be disclosed in accordance with the Credit Reporting Act 2007, Act 726.*
- 3. Borrower agrees that it is liable to the Bank in respect of the agreed amount disbursed plus all accrued interest and shall be held liable to the Bank for payments of all disbursed amounts plus agreed accrued interest.*
- 4. Borrower agrees that the filling of this Loan Facility Form and the amount to be disbursed; are matters solely within the discretion of the Bank to be considered by the Management of the Bank in the interest of the Bank and the Bank reserves the right to reject any Loan Application Form if it deems fit without giving stated reasons.*



THE CHIEF ACCOUNTANT

AERB

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.....  
.....

.....  
.....  
.....

Dear Sir/Madam,

Date .....

**AUTHORITY AND INSTRUCTIONS TO PAY MY SALARY INTO BANK ACCOUNT  
NUMBER:..... HELD WITH THE AWUTU EMASA RURAL BANK LIMITED**

I am a customer of AERB ..... Branch with designated Bank Account Number.....The Awutu Emasa Rural Bank Limited has agreed to grant me a Personal Loan Facility of.....Ghana Cedis payable with agreed Interest within a period of .....months/years. In consideration of the aforesaid Bank agreeing to grant me the personal loan, I hereby authorize and instruct you to pay a total amount of ..... Ghana Cedis monthly into my designated Account Number ..... at the AERB ..... Branch, with effect from ..... 20.....

I in the person of ..... **HEREBY** also authorize and instruct you on this.....day of.....2023, not to put into effect any contrary instruction given by me or by other persons claiming to represent my good self or interest unless such request or instructions is supported by a written confirmation from the Bank until such a time that the aforesaid Personal Loan Facility plus accrued interest given to me by the Awutu Emasa Rural Bank Limited shall be paid off

*Yours Faithfully,*

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THE MANAGER  
AWUTU EMASA RURAL BANK LTD.

.....  
.....  
.....  
Date .....

Dear Sir/Madam,

**EMPLOYER IRREVOCABLE LETTER OF UNDERTAKING PURSUANT TO PERSONAL LOAN FACILITY  
TAKEN BY MR/MISS/MRS .....FROM THE AWUTU EMASA RURAL BANK**

Following receipt of the attached instructions from Mr. /Miss/Mrs.  
.....

(Hereinafter called “the Employee”) for us,..... (Hereinafter called “the  
Employor” to pay his/her salary amounting to not less than GH¢  
..... ( ) into his/her  
Account No ..... at the .....  
Branch of your Bank, and in consideration of your making advances from time to time to the  
employee herein, we hereby irrevocably undertake as follows:

1. *To comply with the said instructions.*
2. *To ensure that the net amount of salary as agreed and instructed by the aforesaid designated Employee, is regularly remitted to the designated Account as provided by the Employee pursuant to his/her Letter of Instructions dated the ...day of.....20..*
3. *To ensure that the net monthly salary remittable shall not fall below the present net salary of GH¢ .....*
4. *To notify you in advance of any transfer, dismissal, resignation or any other act or event likely to affect the continued employment of the employee failing which you agree that Awutu Emasa Rural Bank may commence legal proceedings against your outfit/institution for payment of all outstanding Loan Facility/Facilities taken by the designated Employee and in respect of which you agree to be held liable.*
5. *That on determination of the employee’s employment, we shall pay all financial entitlements due to him/her said Account No ..... With your ..... Branch.*
6. *This undertaking shall continue to remain in force and shall not be revoked until all obligations owed the Bank by the aforesaid designated Employee shall be paid off.*

7. *That the Employer agrees that it cannot vary the terms of this present Undertaking for and on behalf of the aforesaid designated Employee unless the written consent of the AWUTU EMASA RURAL BANK LTD has been sought and granted.*

8. *In the event of any financial loss to the bank, arising from a breach of any of the above undertakings, we shall make good all the outstanding amounts plus accrued Interest involved to the Bank failing which we agree to be held liable by the Bank and the Bank is at liberty to proceed personally against us for the payment of all outstanding obligations owed the Bank by the designated Employee.*

Yours Faithfully,

\_\_\_\_\_  
FOR AND BEHALF OF

(Stamp and Signature)

Name \_\_\_\_\_ and \_\_\_\_\_ Status: \_\_\_\_\_

Witness: \_\_\_\_\_

\_\_\_\_\_

(Name and Signature)