

SISSALA RURAL BANK LIMITED



SALARY LOAN APPLICATION FORM

NAME:

ACCOUNT NUMBER:

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Contact No: _____

1. CUSTOMER DETAILS

TITLE _____ (Mr. Ms. Ms. Dr. Hon. Rev. Naab. Alhaj. Hajia)

SURNAME _____ FIRST NAME _____ MIDDLE NAME _____

GENDER/SEX: MALE FEMALE NATIONALITY _____

DATE OF BIRTH (DD/MM/YYYY) ____/____/____ PLACE OF BIRTH _____

COUNTRY OF BIRTH _____ MARITAL STATUS: MARRIED SINGLE

NO. OF DEPENDANTS: _____ PHONE NO(S) _____

EMAIL ADDRESS _____ FAX NO. _____

APPLICANT POSTAL ADDRESS: _____

RESIDENTIAL ADDRESS (INDICATE A VISIBLE LANDMARK): _____

RESIDENTIAL STATUS: OWN HSE. RENTED WITH RELATIVES

WITH PARENTS MORTGAGED OTHERS (SPECIFY) _____

NUMBER OF YEARS AT THIS ADDRESS (YY/MM) ____/____

2. IDENTIFICATION (Please provide a photocopy)

TYPE	ID NUMBER
1. VOTER ID CARD <input type="checkbox"/>	-----
2. NATIONAL ID CARD <input type="checkbox"/>	-----
3. DRIVERS LICENSE <input type="checkbox"/>	-----
4. PASSPORT <input type="checkbox"/>	-----
5. SSF <input type="checkbox"/>	-----
6. OTHERS (SPECIFY) _____	-----

3. EDUCATIONAL STATUS:

1. PRIMARY <input type="checkbox"/>	2. SECONDARY <input type="checkbox"/>	3. GRADUATE <input type="checkbox"/>
4. POST GRADUATE <input type="checkbox"/>	5. NON FORMAL EDUCATION <input type="checkbox"/>	6. ILLITERATE <input type="checkbox"/>

4. RELATIVES/SPOUSE DETAILS (PROVIDE INFORMATION ON SPOUSE AND ONE OTHER RELATIVE)

FULL NAME	1 _____	2 _____
POSTAL ADDRESS	-----	-----
RESIDENTIAL ADDRESS	-----	-----
TELEPHONE No	-----	-----
MOBILE PHONE No	-----	-----

5. CURRENT EMPLOYMENT DETAILS

EMPLOYER'S NAME _____

EMPLOYER'S ADDRESS _____

TELEPHONE No _____

OCCUPATION & POSITION HELD _____

TELEPHONE No _____

OCCUPATION & POSITION HELD _____

NUMBER OF YEARS IN CURRENT EMPLOYMENT (YY/MM) ____/____/____

DATE OF EMPLOYMENT (DD/MM/YYYY) _____

6. PREVIOUS EMPLOYMENT DETAILS

EMPLOYER'S NAME _____

EMPLOYER'S ADDRESS _____

TELEPHONE No _____

OCCUPATION & POSITION HELD _____

NUMBER OF YEARS IN PREVIOUS EMPLOYMENT (YY/MM) ____/____/____

DATE OF EMPLOYMENT (DD/MM/YYYY) _____

7. MONTHLY INCOME AND EXPENDITURE

MONTHLY INCOME		MONTHLY EXPENDITURE	
	GH¢		GH¢
Net Monthly Salary/Income		Insurance Premiums	
Allowances		Standing Orders	
Any Other source of Income		Rent etc	
Total Income		Total Expenditure	

8. DETAILS OF LOAN WITH OTHER BANKS AND FINANCIAL INSTITUTIONS

	MONTHLY PAYMENT AMOUNT (GH¢)	LOAN AMOUNT GH¢	OUTSTANDING NO OF MONTHS	NAME OF LENDER
LOAN 1				
LOAN 2				
LOAN 3				
LOAN 4				
TOTAL				

9. LOAN DETAILS

LOAN AMOUNT REQUIRED (FIGURES (GH¢)) _____

LOAN AMOUNT IN WORDS _____

PROPOSED LOAN DURATION (MONTHS) _____

PURPOSE OF LOAN _____

CUSTOMER ACCOUNT NUMBER _____

SOURCE OF REPAYMENT _____

10. SECURITY

10.1 AUTHORITY TO PAY SALARY TO BANK BY EMPLOYER

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

THE CHIEF ACCOUNTANT
SISSALA RURAL BANK LIMITED

.....
.....

Dear Sir,

AUTHORITY TO PAY SALARY TO BANK

I am a customer of the Sissala Rural Bank..... Branch. In consideration of the Bank agreeing to grant me a personal loan, I hereby authorize you to pay my salary amounting to not less than

.....)
in my Account No..... at the SISSALA RURAL Bank Ltd.....
Branch, with effect from.....

I also irrevocably authorize you not to put into effect any contrary instruction given by me or by other persons unless such request or instruction is supported by written confirmation from the Bank.

Yours faithfully,

.....

10.2 EMPLOYER'S UNDERTAKING

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

THE GENERAL MANAGER
SISSALA RURAL BANK LIMITED
P. O. Box 98, Tumu.

Dear Sir/Madam,

EMPLOYERS'S UNDERTAKING IN RESPECT OF Mr./.....

Following receipt of the attached instructions from Mr./.....
(hereinafter called "the Employee") to pay his/her salary amounting to not less than

.....
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, we hereby irrevocably
undertake:

1. To comply with the said instructions.
2. To ensure that the net amount of salary is regularly remitted.
3. To ensure that the net monthly salary remittable shall not fall below the present net salary of
4. To notify you in advance of nay transfer, dismissal, resignation or any other act or event likely to affect the continued employment of the employee.
5. That on termination of the employees's employment we shall pay all financial entitlements due to him/her to the said Account No.....with your.....Branch
6. This undertaking shall continue to remain in force and shall not be revoked unless with the written consent of the Bonzali Rural Bank Limited.
7. In the event of any financial loss to the Bank arising from a breach of any of the above undertakings, we shall make good the amount involved to the Bank.

Yours faithfully,
FOR AND ON BEHALF OF

.....
(Stamp and Signature)
Name and Status.....
Date.....

