

PERSONAL LOAN APPLICATION FORM



**FORMS
CAPITAL**

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1. PERSONAL DETAILS

Mr. Mrs. Ms. Miss. Dr. Prof. Other (Please Specify)

Surname

First Name(s) and Other Name(s)

Date of Birth Age

Place of Birth Gender Female Male

Nationality Marital Status Single Divorced Widowed Married

Contact No. of Office Email Mobile Number

Current Residential Address

Name of Spouse Number of Children Number of Dependents

Place of Work (Spouse) Contact Number of Spouse

Accommodation is: Rented Owned Mortgaged

Length of stay at Current Residence

Length of stay at Previous Residence

Religion: Christian Traditional Islam Other (Please Specify)

Place of Worship Branch/Location

Type of ID Card Passport Voter ID Driver's License

Social Club (If Any):

ID Number Date of Issue Date of Expiry

2. EMPLOYMENT INFORMATION

Current Employer Employer Address

Date Employed

Job Title Employment Type: Permanent Contract

Department Expiration Date of Contract

If less than 3 years with current employer:

Name of Previous Employer Gross Salary: GHS

Number of Years With Previous Employer Net Salary: GHS

3. LOAN REQUEST

Loan Amount Requested GH¢ Tenor:

Proposed Installment GH¢ Source Of Repayment

Loan Purpose:

Proposed Collateral

4. COLLATERAL TYPE

	Purchase Price (GHS, USD)	Market Value	Force Sale Value
Land	<input type="text"/>	<input type="text"/>	<input type="text"/>
Building	<input type="text"/>	<input type="text"/>	<input type="text"/>
Machinery/Equipment	<input type="text"/>	<input type="text"/>	<input type="text"/>
Accounts Receivable	<input type="text"/>	<input type="text"/>	<input type="text"/>
Inventory	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle (Type)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other (Please Specify)	<input type="text"/>	<input type="text"/>	<input type="text"/>

5. OTHER LOAN DETAILS

Name of Lending Institution	Total Outstanding Balance	Total Monthly Commitment
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

6. GUARANTOR'S INFORMATION

Surname First Name(s) and Other Name(s)

Date of Birth Nationality Gender Female Male

Email Place of Work Contact Number

Current Residential Address Monthly Income:

Type of ID Card Passport Voter ID Driver's License Other (Please Specify)

ID Number Date of Issue Date of Expiry

Number of Years Acquainted Occupation Relationship With Applicant

7. DECLARATION OF APPLICANT(S)

I _____ of (employer name) _____ a customer of Forms Capital Ltd. hereby authorize forms capital to

A. Submit information on the company's credit transaction with Forms Capital Ltd to a credit bureau licensed under credit report act, ACT 726, 2007

B. Obtain credit reports on the company from a credit bureau licensed under this act for the purpose of credit management. The applicant declares that the above information is true and valid. Any false information can and will bring legal sanctions.

Name of Applicant: _____ Signature _____

8. REQUIREMENTS (BOTH APPLICANT & GUARANTOR)

Completed Standard Application Form A (with KYC Requirements)	YES/NO	COMMENTS
Bank Statement (last six months)	<input type="checkbox"/> <input type="checkbox"/>	_____
Current Passport Picture**	<input type="checkbox"/> <input type="checkbox"/>	_____
Copy of Valid ID card (passport, driver's license or voter's ID)**	<input type="checkbox"/> <input type="checkbox"/>	_____
Utility Bill with clients name/Tenancy Agreement if otherwise	<input type="checkbox"/> <input type="checkbox"/>	_____
Brief Resume	<input type="checkbox"/> <input type="checkbox"/>	_____
Directions to Residence (Sketch Map)	<input type="checkbox"/> <input type="checkbox"/>	_____
Pay Slip (last three months)**	<input type="checkbox"/> <input type="checkbox"/>	_____
Source of repayment	<input type="checkbox"/> <input type="checkbox"/>	_____

**Applicable to both Applicant and Guarantor

9. TERMS AND CONDITIONS

A. GRANTING OF CREDIT FACILITIES

Forms Capital Limited (FCL) may approve or decline an application for credit facility at its absolute discretion. FCL is not obliged to disclose any reasons for decline or approval of an application.

B. PURPOSE

The facility shall not be used for any purpose except that permitted. However, failure to comply shall not prejudice any rights of FCL.

Interest: interest on all credit facilities will be charged on a monthly basis, and will be calculated on amortized balance basis. There shall be equal monthly repayment of the loan amount. FCL has the right to change its interest rate applicable on the credit facility to reflect changes in the prevailing base rate; interest will be charged on all outstanding amount owed by the applicant.

Charges, fees and penalty recover: FCL reserves the right to recover charges and fees payable.

Disbursement: I understand and agree that the loan arrangement/facility fee will be deducted from the loan and the balance paid to me in the form of a bank cheque issued in my name.

C. DEFAULT CLAUSE

In the event of default in making any one repayment on the due date, the outstanding and principal amount of the loan and the accrued interest shall become immediately due and payable. A statement or demand signed by an authorized officer of the FCL shall be conclusive evidence that a sum is due and owed by you. In the event of default, FCL reserves the rights to transfer the defaulting account to our debt recovery agency to recover outstanding debt and negative listing of the applicant with the credit bureau.

D. INSURANCE

FCL will take insurance to cover death and permanent disability of individual applicants. The insurance premium shall be added onto the repayment amount to be paid over the loan period.

Variations: FCL will advise the applicant of any change in minimum lending rate, charges, or fees by publication of a notice in a local or national newspaper or by a notice at its branches or by statement messaging. The applicant understands and agrees that FCL is not obliged to obtain the applicant's signature for receipt of such communication.

E. SET OFF AND CONSOLIDATION RIGHTS

FCL may set off any amount due against any sum owed by the borrower (whether or severally to FCL) and otherwise combine and consolidate all or any of the accounts of the borrower with FCL and whether deposit, loan or any other nature and whether account's in borrower's name or jointly with others and whether in any other currency. Any currency conversions required to be effected by FCL pursuant to this right shall be effected in accordance with the usual practice of FCL.

F. NOTICES

The applicant agrees to accept service of all notices and processes at his/her postal or physical addresses and appoint these addresses as the deemed address of service. All notices sent to each party's domicile shall be regarded as having been received seven days after posting or at the time at which they are delivered, if delivered by hand, facsimile or e-mail.

G. SALARY DIVERSION

For non-scheme applicants, the loan is provided on the basis that the applicants' shall provide post-dated cheques for monthly repayment until the unsecured loan is fully paid. For scheme loan applications, the applicant authorizes present and future employer(s) to deduct loan repayments from the salary and remit funds to the FCL.

H. DISCLOSURE

the applicant agrees and authorizes FCL or the approved credit reference bureau to:

- a) Make inquiries from any bank, financial institution or approved credit reference bureau in Ghana to confirm any information provided by the applicant;
- b) Seek information from any bank, financial institution or approved credit reference bureau when assessing the client at any time during the existence of the applicant's account.
- c) Disclose to approve credit reference bureau information relating to the applicant's account maintained at FCL.

I. INDEMNITY

The applicant agrees to fully indemnify FCL against all costs and expenses (including legal fees) arising in any way in connection with the applicant's accounts, in enforcing these items and conditions or in recovering any amounts due to FCL or incurred by FCL in any legal proceedings of whatever nature.

Waiver: no forbearance, neglect or waiver by FCL in the enforcement of any of these terms and conditions shall prejudice FCL's right thereafter to strictly enforce the same. No waiver by FCL shall be effective unless it is in writing.

Acceptance of terms and conditions: the applicant understands and agrees that he/she has signed the application form as acceptance of the aforesaid terms and conditions.

Applicant Signature

Date

9. FOR OFFICIAL USE ONLY

Authorised by Relationship Manager:

Approved by Head, Business Development:

Verified by Finance Officer

Name: _____

Name: _____

Name: _____

Signature: _____

Signature: _____

Signature: _____



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