



TEK CO-OPERATIVE CREDIT UNION LTD

LOAN APPLICATION FORM

TO THE LOANS COMMITTEE

LOAN NO.....

PART 1

Staff No..... Pass Book No

1. Name.....

2. Occupation Dep't/Section/H/NO.....

3. Gross Monthly Salary GH¢.....

4. All monthly deductions from salary amount to GH¢.....

5. Attach current salary slip to this form. No of loans on pay slip.....

6. Total savings with the union to date amount to GH¢

7. Which of the scheme do you belong to GUSSS/SSF/P.FUND (Tick the appropriate one?)

8. Length of service with KNUST.....Date of birth.....

9. I shall be grateful if you authorize the grant of GH¢.....

(Amount in words).....

10. I desire the loan for the following purpose :(explain fully).....

11. If my application is granted, I agree that the loan shall be recovered from my monthly salary in Month's installment together with interest calculated 2% per month on diminishing balance.

12. I promise that if for any reason, recovery of any of the monthly installments is omitted by the Finance officer, I shall immediately effect payment of the amount involved to the treasurer, failure to which the union could recover the amount from the following month from my salary.

13. Form filled in byDate.....

14. Contact No Home.....Mobile.....Work place.....

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(Signature or RTP of Applicant)

PART 2

(To be completed by Guarantors or co-signers where applicable)

I/ We the undersigned member(s) of TEK CO-OPERATIVE CREDIT UNION LTD. Do here guarantee the above loan and any interest payable thereon as indicated below.

	GUARANTOR(S) NAME	PASSBOOK NO	AMOUNT GUARANTEE	SIGN OR RTP
1				
2				
3				

PART 3
FOR OFFICE USE ONLY

Applicant's shares to date amount GH¢.....

Present savings deduction per month GH¢.....

Applicant's savings to date amount GH¢.....

Present loan deduction per month GH¢.....

Indebtedness to the union GH¢.....

Date of last loan collected.....Amount to GH¢.....

(IF NONE NIL)

Date.....Signature.....

(To be completed by loans committee, if loan is fully secured by the applicant's own savings the approval of the President/Treasurer is sufficient)

I/We the President/Treasurer/undersigned loans committee members of TEK CO-OPERATIVE CREDIT UNION LTD. Do hereby approve/do not approve the payment of the above loan to the applicant.

Name..... Signature.....

Name Signature.....

Name..... Signature.....

Name..... Signature.....

Treasurer's signature..... Date.....

(If loan is not approved, please state reasons)

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(Signature loan's committee chairman)

PART 4
INSURANCE OF LOANS (Risk Management Insurance)

I agree that the above loan be insured under the risk management scheme

Insurance fee GH¢.....

PART 5

DECLARATION BY THE GURANTOR(S)

I/We,
promise to pay back all the money (principal and interest) accrued should the applicant fail to pay in full the amount granted. In case of default in repaying the loan as contracted, legal action should be taken against me/us.

Sign: Sign: Sign:

Date:.....Date: Date:

Contact:.....Contact:.....Contact:

ACKNOWLEDGEMENT OF RECEIPT

Name..... Signature/thumbprint

Amount Gh¢:.....Date.....