

# CUSTOMER LOAN REQUEST FORM



Guaranty Trust Bank plc  
RC 152321

## PERSONAL INFORMATION

Name of Applicant:

\_\_\_\_\_ Last Name Middle Name First Name Title

Home Address

\_\_\_\_\_

Tel:(Home) \_\_\_\_\_ (Office) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Date Of Birth: / /  
DD MM YYYY

Marital Status:

Single

Married

Divorce

Widow

## PROFESSIONAL INFORMATION

Job Position: \_\_\_\_\_  
 Snr. Staff  Jnr. Mgt.  Snr.Mgt  Exec. Mgt  Others \_\_\_\_\_  
 If others specify

Name Of Current Employer: \_\_\_\_\_ Business Telephone: \_\_\_\_\_

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

\_\_\_\_\_

Length of Service: \_\_\_\_\_ Annual Income ₦ \_\_\_\_\_

First time request? (Please tick here)  
 Yes  No

Loan Amount : ₦ \_\_\_\_\_ Proposed Tenor: \_\_\_\_\_

Kindly state all existing credit obligations

S/N	TYPE	TENOR	AMOUNT ₦	MATURITY	BALANCE OUTSTANDING ₦

Applicant Signature \_\_\_\_\_ Date: / /  
DD MM YYYY

## FOR BANK USE ONLY

Recommendation  YES  NO

Remarks:

\_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Account Officer

\_\_\_\_\_  
 Relationship Manager

\_\_\_\_\_  
 Group Head

# EMPLOYER UNDERTAKING



Guaranty Trust Bank plc  
RC 152321

The Head,  
Human Resources

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dear Sir/Madam

Consumer Loan Application for \_\_\_\_\_  
(Employee Name)

We have received a request for a consumer loan from the above named employee of your organization.

In order to process the request, we require confirmation of certain information provided by him/her as follows:

You are assured that information provided will be treated in strict confidence and without prejudice to your organization.

## INFORMATION TO BE CONFIRMED

Job position: \_\_\_\_\_ Length of service: \_\_\_\_\_ Net Monthly salary ₦ \_\_\_\_\_

Annual Compensation Package ₦ \_\_\_\_\_ Terminal Benefits till date ₦ \_\_\_\_\_

List Existing credit obligation/s deducted at source

S/N	LOAN TYPE	MONTHLY DEDUCTION	OUTSTANDING AMOUNT

I \_\_\_\_\_ hereby undertake to unconditionally and irrevocably do the following:  
(Applicant)

1. Domicile my salary with Guaranty Trust Bank plc.
2. Pay my terminal benefits through the same account in Guaranty Trust Bank plc., in the event of my separation from the company before the liquidation of the loan.

I am fully aware of the implications of the above terms and conditions of this document and hereby affirm the execution of same.

\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Date

Thank you for your co-operation/response.

## TO BE COMPLETED BY EMPLOYER

If the application is considered and a loan is granted, we certify as follows:

1. We shall continue to pay his/her salary into account No \_\_\_\_\_ with your \_\_\_\_\_ Branch.
2. No change of Bank account will be effected without a written confirmation from GTBank of due liquidation of the loan.
3. Inform you of any loan applied for by the applicant subsequent to the above.
4. Notify you of the exit of the applicant from the company with immediate effect, and subsequently.
5. Pay terminal benefits through the same salary account in GTBank in the event of separation from the company before the liquidation of the loan.

We confirm to the best of our knowledge, that information provided by our above named employee is accurate.

Designation: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Please affix official stamp