



STAFF LOAN APPLICATION FORM

CURRENT APPLICATION

Name of Applicant Position

Loan Amount applied for (US\$) Reason for the Loan

Repayment Period in months Monthly Deductions (US\$) Start Date End Date

Applicant's Signature Date of Application Departmental Head's Signature

GUARANTOR

I commit myself to paying in full the total sum outstanding on the facility extended to the above-named applicant, in case of any default. I hereby declare that I have not stood as a guarantor for more than one member of staff

Name of Staff Guarantor Position

Signature Date

FINANCE DIVISION

YES NO YES NO _____
Any previous application? Is it within the max. 2 months salary? Monthly Salary (US\$)

Current Indebtedness (US\$) Monthly Deduction (US\$) % to Monthly Salary End Date

If approved:

Total Indebtedness (US\$) Monthly Deduction (US\$) % to Monthly Salary End Date

Chief Finance Officer's Signature Date

HUMAN RESOURCES UNIT

YES NO _____
End Date of Staff Contract Guarantor acceptable If No, State Reason

Last Appraisal Period Rating HR Officer's Signature Date

RECOMMENDATION BY THE DIRECTOR, FINANCE & ADMINISTRATION

Recommendation

Signature Date

APPROVAL BY THE DIRECTOR GENERAL

Signature Date