

PERSONAL LOAN APPLICATION FORM

Account Holder

Application Requirement / Checklist

- Fully Completed And Endorsed Application Form
- Latest Salary Slip (Last 3 months Payslip)
- Acceptable Form Of ID (Passport, Driver's License, Voter's ID With Birth Certificate)
- Utility Bill
- Tenancy Agreement (Where Applicable)
- One (1) Passport Picture
- Letter Of Undertaking (Where Applicable)
- Last Six Months / Current Bank Statement (Where Applicable)

1. PERSONAL DETAILS

* Name: Mr/Mrs/Ms/Dr/Other
T I T L E L A S T F I R S T
O T H E R M A I D E N

* Date of Birth: DD MM YYYY *Marital Status: ☐ Single ☐ Married ☐ Divorced ☐ Widowed

* Gender: ☐ Male ☐ Female *No. of Dependants:

* Nationality: ☐ Ghanaian ☐ Others Please specify

* Hometown:

* Identification Type: ☐ NIA ID ☐ Passport ☐ Driver's License ☐ Voter's ID ☐ NHIS Card ☐ Student ID

* ID No.: Issue Date: DD MM YYYY

* Issuing Country: Expiry Date: DD MM YYYY

* TIN:

* Residence Type: ☐ Self Owned ☐ Rented ☐ Family Owned ☐ Employer Provided ☐ Mortgaged

Residential Address: H O U S E N O . , B U I L D I N G N A M E , S T R E E T .

Nearest Landmark:

City:

MMDA: Region:

Country: ☐ Ghana ☐ Others Please specify

*Please enter postal address if different from Residential Address

Length of stay at current address:

Previous Residential Address (if less than 3 years at current address):

If mortgage, repayment amount:

Balance on mortgage:

Current value of home:

Permanent address (if different from present address. Foreign nationals, please provide address in home country)

*Please enter postal address if different from Residential Address

Postal Address:

City: Region:

Country: ☐ Ghana ☐ Others Please specify:

Contact Details: Mobile 1: Mobile 2:

Email:

Mother’s Maiden Name:

FOR NON GHANAIAANS ONLY: (Please fill where applicable)

Arrival Date: Visa No.:

Visa Issue Date: Visa Expiry Date:

Resident / Work Permit Number:

2. MY BANK DETAILS

3. DEBTS TO BE SETTLED WITH LOAN

Account with Fidelity Bank Ltd? ☐ Yes ☐ No

Branch:

Acc. No:

Number of years with FBL

Existing Loan with FBL ☐ Yes ☐ No

If yes, initial loan of

Installment Amount

Institution	Branch	Settled Amount

4. OTHER BANK DETAILS

Bank Name

Branch

Type of Account

Account no.(s)

Current loans/OD balances

Monthly Repayment

Repayment dates

5. MY CREDIT DETAILS

I would like to apply for:

☐ Salary Backed Loan ☐ Employer Managed Personal loan

☐ Top-up

☐ Auto loan

Amount Required: GHS

Period(months):

Purpose of loan

☐ School Fees ☐ Furniture

☐ Home Improvement ☐ Medicals

Other(please specify)

Less: Insurance premium: GHS

Arrangement fee GHS

Loan amount to be credited: GHS

Repayment Option:

☐ Standing order from Salary Account

6. MY WORK DETAILS

Name of current employer

No. of years with employer

Date employed

Work Address (Physical Location):

Tel (Work)

Occupation

Employment Sector

Employment no. / Staff no.

SSNIT No.

Position held

☐ Permanent ☐ Contract

If contract state tenure

Expiry date

Gross monthly salary (please attach latest original payslip)

☐ Yes ☐ No

Net salary

Salary received at Fidelity Bank Ghana Limited?

☐ Yes ☐ No

Date of salary Receipt

Name of previous employer(if less than 3 years with current employer)

No. of years with previous employer

7. Vehicle or asset details

Type of asset:

Make:

Model:

Goods description

☐ New ☐ Used ☐ Used import Year of manufacture Proposed use ☐ Personal ☐ Business

Identifying numbers Registration Engine Chassis/Serial

Supplier's Name: Supplier contact:

8.1 REFEREE (Relative/Next of Kin)

Full Name

Relationship

No. of years known:

Nationality:

Region:

Date Of Birth:

MMDA:

Tel No. (home):

(work):

(mobile):

Work Address (Physical Location):

Home Address:

Nearest Landmark:

Occupation:

Employer:

8.2 REFEREE

Full Name

Relationship

No. of years known:

Nationality:

Region:

Date Of Birth:

MMDA:

Tel No. (home):

(work):

(mobile):

Work Address (Physical Location):

Home Address:

Nearest Landmark:

Occupation:

Employer:

9. EMPLOYERS CONSENT AND RECOMMENDATION

We confirm the details as above. We also confirm that we will not accept any instruction to discontinue salary, stop deduction to FidelityBank without prior or written confirmation from Fidelity Bank Limited.

LETTER OF IRREVOCABLE UNDERTAKING

- i. We understand that the above named person has applied for a Fidelity loan of GHS over period of years with you.
- ii. We hereby confirm that Mr/ Ms/Mrs.....
.....has been employed by this organization on PERMANENT basis since.....20.....
OR We hereby confirm that Mr/Ms/ Mrs.....
.....has been employed by this Organization on CONTRACT basis which expires on.....20.....
(Please complete whichever one is applicable)
- iii. We hereby confirm that the employee monthly basic salary is GHS.....
- iv. We undertake to ensure that all of the above named employee's remuneration will continue to be paid into account numberat your
.....branch, unless written consent from Fidelity Bank Ghana Limited is obtained to the contrary.
- v. Should the above named employee cease employment with this Organization, we will advise you immediately and will pay severance and terminal benefits due him/her to you. In the event that employee decides to make partial or full cash out of his/her accumulated Occupational Savings or Provident Fund benefits prior to the completion of this facility, the Company will duly notify the Bank and ascertain the status of Beneficiary's loan with the Bank, before granting any such request.
- vi. For the duration of the loan with you, this organization will not make any salary advance to the employee nor issue another undertaking for any advance.
- vii. Should we find it necessary to change the employee's location of employment we will advise you immediately of the changes.
- viii. We confirm that this undertaking remains in full force until advised to contrary by Fidelity Bank Ghana Ltd.

Company Name:

Name Of Company Official:

Position / Job Title:

Signature:

Date:

Company Stamp

10. MY DECLARATION & ACCEPTANCE

I hereby declare that the information given by me is true and complete. I understand that this application will go through a vetting process and should my unsecured loan be approved, a loan account of the amount requested will be created in my name.

I understand that interest on this facility will be based on the prevailing variable interest rate for the entire period.

AUTHORITY TO EMPLOYER

Please arrange to pay my salary, allowance, gratuity and all benefits directly to my account with Fidelity Bank Limited with immediate effect OR

Please arrange to deduct my loan instalment from any salary, allowance and other benefits every month with immediate effect and pay the amount directly to Fidelity Bank Limited.

☐ Also authorise you to pay terminal benefits of final salary directly to Fidelity Bank Limited in the event of termination of my employment

☐ I agree and understand that this will remain in force until it is cancelled in writing by me AND confirmed by Fidelity Bank Limited.

Signature of applicant (sign in presence of a bank official)

Date:

VERIFICATION CHECKLIST

- Duly completed personal auto Loan Form ☐ Yes ☐ No
- Letter of undertaken from employer (Include the fact that employer will inform the bank of the resignation/ exited staff) ☐ Yes ☐ No
- Last 3 months Pay Slip ☐ Yes ☐ No
- Account Statement for the last 6 months ☐ Yes ☐ No
- Valid national ID ☐ Yes ☐ No
- Invoice from a registered vendor for brand new vehicles ☐ Yes ☐ No
- Where it is a private sale, a Letter of Intent from seller and supported by vehicle valuation report from STC ☐ Yes ☐ No
- Proof of residence/visitation report ☐ Yes ☐ No
- Terms and conditions initialled by custome ☐ Yes ☐ No

Staff name:

Staff number:

Signature:

Date:

FOR BANK USE

Personal Banker's Name:

PB Code

PB Signature

Date

☐ Checklist completed

☐ if foreigner attach contract, work permit and resident permit

NOTE: I confirm that I have checked the attached application and it is consistent with the policy

BSSM Endorsement

Name:

Signature:

Date:

LOAN PROCESSING CENTRE

DIR: Interest Rate:

Installment Amount

Amount To Be Credited

Name Of Loans Processing Officer

Signature

Date:

Name Of Personal Loan Manager

Signature

Date:

CREDIT RISK MANAGEMENT

Risk Manager Name

Signature

Date:

Dir. Risk Mgt. Name

Signature

Date:

DMD / Md Name

Signature

Date:

Credit Admin. Officer

Signature

TERMS & CONDITIONS

Please read this page carefully. It provides you with important information about your loan facility.

A. SCOPE

These terms and conditions together with any account specific conditions, tariffs, guides, additional instructions from Us and any subsequent variations govern the relationship between you and Us and are binding on You.

DEFINITIONS

"We/Our/Us/Bank/the Bank" means Fidelity Bank Ghana Limited

"You/your/ yours/Applicant" means the customer or customers

Loan/facility/credit facility" means the personal loan facility applied for

B. Grant of Credit Facilities

We may approve or decline an application for a loan/overdraft facility at our absolute discretion.

We are not obliged to disclose any reasons for the decline or approval of an application.

C. Purpose

The facility shall not be used for any purpose except that permitted. However failure to comply shall not prejudice any rights of the Bank, which shall not be responsible for monitoring or ensuring the use or application of the credit facility.

D. Interest

Interest on all credit facilities will be charged on a monthly basis and will be calculated using the monthly rest balance basis. Interest will be calculated for the month based on the opening loan balance of the month.

Where the interest on the credit facility is linked to the Bank's "prime" lending rate, the Bank reserves the right to change the prime lending rate from time to time. The resulting variation in interest rate will be passed on to the Applicant through adjustment in the repayment instalments.

Interest will be charged on all amounts owed by the Applicant.

E. Charges, Fees & Penalty

The Bank reserves the right to change such charges and fees as it may notify from time to time by publication in its tariff of charges. The tariff of charges will be displayed at our branches in Ghana, and a copy will be made available upon request.

Where payments due from the Applicant are not received by the date due for payment, the Bank reserves the right to charge "overdue interest" and/or "penalties".

F. Loan Tenure

You understand that the number of instalments or the loan tenure may be more or less than the number stated herein depending on the variation of the rate of interest chargeable

G. Default Clause

In the event of default in making any one repayment on the due date, the outstanding principal amount of the loan and the accrued interest shall become immediately due and payable. A statement of demand signed by an authorised officer of the Bank shall be conclusive evidence

that a sum is due and owing by you.

H. Payments

In the event of payment instructions not effected, e.g. deductions from accounts or salaries, you shall be responsible for all loan repayments including interest and any other charges where applicable.

I. Insurance

The Bank will require you to take insurance to cover death and/or disability through the Bank's approved insurance plan. The premium for the insurance cover will be deducted upfront from the loan amount. You also understand and accept that not all types of disability or death may be covered by insurance. You will continue to be liable for any shortfall in the amount received from the insurer.

J. Variations

We will advise you of any change in the prime lending rate, charges, or fees by publication of a notice in local or national newspaper, or by a notice at its branches in Ghana, or by notes in customer's statements. You will be deemed to have received notification of change 4 (four) days after publication of notice at its branches. You understand and agree that the Bank is not obliged to obtain your signature to receipt of such communication.

K. Set-off and consolidation

The Bank may at anytime and without notice combine all or any of the applicant's accounts and liabilities with the Bank in Ghana (or elsewhere) whether singly or jointly with any person, or set off all monies standing to the credit of such account(s) including the Applicant's deposits with the Bank (whether matured or not) towards satisfaction of any of the Applicant's liabilities to the Bank whether as principal or surety, actual or contingent, primary or collateral, singly or jointly with any other person and the Bank may effect any necessary currency conversion at the Bank's own rate of exchange prevailing.

L. Letter of Undertaking

You agree to submit an irrevocable letter of undertaking from your employers to pay your monthly emoluments directly to the Bank for the credit of your account during the term of the facility and that during the said period, all emoluments due you in the event of your leaving the employment for any reason shall also be paid to the Bank by your employer.

You further agree that in the event that your monthly repayments are made by direct payroll or source deduction from your employer to the Bank such payment shall continue for the term of the facility. All emoluments due you in the event of your leaving the employment for any reason shall also be paid to the Bank.

M. Authority to Future Employers

You authorise present and future employer(s) to channel your monthly salary through the salary account with the Bank until the facility is fully settled.

In the event that your monthly repayments are made by direct payroll or source deduction from your employer to the Bank, you authorise present and future employer(s) to make such payments until the facility is fully settled.

N. Appropriation

All amounts received by the Bank will be first apportioned towards overdue interest, charges/ fees and interest. Any balance left thereafter will be apportioned lastly towards principal repayment.

The Bank reserves the right to refuse acceptance of post dated cheques or such instruments as payment or settlement of the credit facility.

O. Security

The Applicant agrees to pay all charges, fees, rates, levies or taxes that are or may become payable on the security charges. The Applicant also irrevocably authorizes the Bank to pay such charges, fees, rates, levies or taxes on his/her behalf and to include them as part of the amount owed by the Applicant.

P. Banking Instructions by Electronic Mail

Unless the Applicant instructs the Bank to the contrary, the Bank is authorised, but not obliged, to act on the Applicant's banking instructions transmitted through an electronic mail.

The Applicant releases the Bank from, indemnifies and holds the Bank harmless from and against all action, suits, proceedings, costs, claims, demands, charges, expenses, losses and liabilities however arising in consequences of or in relation to:

- The Bank having acted in good faith in accordance with the Applicant's written electronic mail, notwithstanding that such instruction(s) may have been initiated or transmitted in error or fraudulently altered, misunderstood or distorted in the lines of communication or transmission.

Disclosure of Information

The Bank may use any information relating to the Applicant for evaluating the credit application.

The Bank may also share such information with credit reference or rating agencies.

The Applicant authorises the bank to use any information that the Bank may obtain about him/her for such purpose as the Bank deems appropriate.

Q. Indemnity

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

R. Disclosure Policy

I/We hereby consent(s) to the disclosure by the Bank and/or any of its officers or employees for any purpose of any information concerning my/our account(s), including without limitation, personal information, information relating to my/our business, my/our account(s) held with the Bank or another group member of its relationship with the Bank or another group member to any of the following:

1. Any office or branch of the Bank, affiliate or another group member
2. Any agent, contractor or third party service provider, or any professional adviser of the Bank or another group member:
3. Any guarantor, or third party security provided by the customer:
4. Any Credit Reference Bureau, Rating Agency and /or Collection Agency:
5. Any regulatory, supervisory, governmental or quasi- governmental authority with jurisdiction over the Bank or another Group Member:

6. Any actual or potential participant in, or assignee, nova tee or transferee of, any of the Bank's rights and/or obligations in relation to the customer:

7. Any person to whom the Bank is required or authorized by law or court order to make such disclosure.

8. Any person who is under a duty of confidentiality to the Bank:

9. Any bank or financial institution with which I/We have as or proposed to have dealings.

10. Any Overseas Regulator or Tax Authority for the purpose of establishing any tax liability in compliance with an order, agreement with the Overseas Regulators or Tax Authorities.

Waiver

No forbearance, neglect or waiver by the Bank in the enforcement of any of these Terms and Conditions shall be prejudice in the Bank's right thereafter to strictly enforce the same. No waiver by the Bank shall be effective unless it is in writing.

S. Standing Instructions

You consent that a standing instruction be set on your account to service the monthly repayment of your loan. Where repayment of facility is via direct payroll or source deduction from employer, your selection of this repayment option in facility application form is deemed to be your consent to service facility by this route.

T. Acceptance of Terms and Conditions

You understand and agree that you have signed the application form as a token acceptance of the aforesaid Terms and Conditions.

U. Declaration

I confirm that I have read the Terms and Conditions (as printed above) governing the granting of credit facilities, and agree to be bound by them should my loan application to be approved.

Signature of Applicant (Sign in presence of a Bank Official):

ACCEPTANCE

I confirm that I have read the Terms and Conditions (as printed above) governing the granting of credit facilities, and agree to be bound by them should my loan application to be approved.

Signature of Applicant (Sign in presence of a Bank Official):

Joint Applicant:

Bank Official:

Date:

D

D

M

M

Y

Y

Y

Y

DECLARATION ON U.S PERSON STATUS

This section of the form must be completed by any individual who is applying for the loan facility.

Please complete in BLOCK LETTERS.

Name:

Country of Residence:

Country of Birth:

Please tick "V" Yes or No for each of the following questions:

1. Are you a U.S. Resident? ☐ Yes ☐ No

2. Are you a U.S. Citizen? ☐ Yes ☐ No

3. Do you hold a U.S. Permanent Resident Card (Green Card)? ☐ Yes ☐ No

If you answered yes to any of the questions above, please provide the following.

4. U.S Social Security/Tax Identification Number:

5. U.S Identification Document: ☐ Passport ☐ Driver's License

ID Number:

Expiry Date:

FATCA Form Completed ☐ W9 ☐ W8

Date Form Completed:

I hereby confirm that information provided above is true, accurate and complete.

Subject to the applicable local laws, I hereby consent to Fidelity Bank Ghana Limited or any of its affiliates sharing my information with local or foreign tax authorities where necessary to establish my tax liability in any jurisdiction.

Where required by local/domestic or foreign/overseas regulators or tax authorities, I consent and agree to the Bank to withhold from my account(s) such amounts as may be required according to applicable laws, regulations and directives.

I further consent to notify the Bank within a period of 30 days of any changes to my personal circumstances which include but not limited to citizenship, marital status, residential and mailing addresses and contact telephone numbers.

Signature:

Name in Full:

Date:

ESSENTIAL DOCUMENTS OBTAINED CHECKED BY THE FSA AND SUBMITTED

Application Form signed by customer: ☐ Yes ☐ No

Debt Serving Ratio: ☐ Yes ☐ No

Copies of ID: ☐ Yes ☐ No

Customer's signature verified in ALL Documents? ☐ Yes ☐ No

Latest Pay Slip: ☐ Yes ☐ No

Utility Bill or Proof of residential address: ☐ Yes ☐ No

Passport Picture: ☐ Yes ☐ No

Latest 6 month's bank statement: ☐ Yes ☐ No

Letter of Undertaking: ☐ Yes ☐ No

Non Citizens (copies of)

Contract: ☐ Yes ☐ No

Work Permit: ☐ Yes ☐ No

Residence Permit: ☐ Yes ☐ No

Checked by: Employer:

Team Manager:

Signature

I SUBMIT FOR THE FOLLOWING EXCEPTIONAL REASONS (Loan Processing Centre)

Name

Signature

Date: DDMMYYYY

CREDIT APPROVAL DECISION

Approve	Decline	Refer	Approve subject to:	
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Reasons or conditions

COMMENTS



Contact Centre: 3355