



Passport Picture

# LOAN APPLICATION FORM

Name of Applicant: .....

### *Personal Checklist*

*Attach the following documents:*

- One Passport Size Pictures
- Photocopy of Original Identification (Driver's Licence/Passport/ Voter ID/Health Insurance/National ID)
- Photocopy of (Original) Latest Payslip (where applicable)
- Evidence of Place of Residence (e.g., Photocopy of Utility Bill, Tenancy Agreement, etc)
- Photocopy of Original Last 3 Months Bank Statement (where applicable)
- Post-Dated Cheques (where applicable)
- Guarantor's Payslip and Bank Statement (where applicable)
- Photocopy of the Guarantor's ID

For Customer enquiries or complaints, please contact:

3A's Micro Finance Ltd, 1st Floor GCB Building, Akosombo or call 03420-93469 / 0249-584-

**\* Loan Application Fees Are Non-Refundabl**

**1 Personal Details:**

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_ Sex: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Number of dependants: \_\_\_\_\_

Age of Oldest Dependant: \_\_\_\_\_ Age of youngest Dependant: \_\_\_\_\_

Type of ID \_\_\_\_\_ ID Number: \_\_\_\_\_

**2 Residential Address:**

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

Number of Years at Current Address: \_\_\_\_\_

Number of Years at Previous Address: \_\_\_\_\_

Residential Status: Owner: \_\_\_\_\_ Tenant: \_\_\_\_\_ Family: \_\_\_\_\_

Telephone Numbers: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

**3 Relative/Spouse Details:**

Provide details of two relatives of applicant, spouse included if married

Relative 1:

Full Name: \_\_\_\_\_

Type of Relation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Employer's Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_

Relative 2:

Full Name: \_\_\_\_\_

Type of Relation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Telephone Numbers: \_\_\_\_\_

Employer's name: \_\_\_\_\_

Type of Business: \_\_\_\_\_



**4 Work Details:**

Employers Name: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
Monthly Net Income/Net Sales: GH¢ \_\_\_\_\_  
Profession: \_\_\_\_\_  
Year of commencement of current work: \_\_\_\_\_  
Name of Previous Employer: \_\_\_\_\_

**5 Loan Details:**

Loan Amount: GH¢ \_\_\_\_\_  
Purpose of Loan: \_\_\_\_\_  
Number of Months to Repay Loan: \_\_\_\_\_  
Mode of payment: Cash: \_\_\_\_ Post-Dated Cheques: \_\_\_\_ Standing Order \_\_\_\_ Savings \_\_\_\_  
Bank at which payment will be effected (if applicable): \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**6 Guarantor's Details:**

Full Name: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Residential Address: \_\_\_\_\_  
Telephone Numbers: \_\_\_\_\_  
Relationship to applicant: \_\_\_\_\_  
Employer's name: \_\_\_\_\_  
Profession: \_\_\_\_\_  
Declaration:

"I..... hereby do declare that as a Guarantor, I shall be responsible for ensuring repayment of the loan. I also declare that in the event of death or default of the client, I shall be responsible for repaying the said loan received with the necessary interest, penalty as well as cost of any services incurred during the processing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**7 OFFICE USE ONLY:**

Name of Officer: \_\_\_\_\_  
Loan Amount Recommended: GH¢ \_\_\_\_\_  
Loan Amount Approved: GH¢ \_\_\_\_\_  
Approved:  \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Disapproved:  \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks

