

***…in class with you***

**APPLICATION FOR LOAN**

NAME: …………………………………………………………………………………. DATE: …………………………………………………

EMPLOYEES NO: …………………………………………………………………. DEPARTMENT: ……………………………………

AMOUNT OF LOAN REQUESTED: …………………………………………………………………………………………………………….

AMOUNT IN WORDS: ………………………………………………………………………………………………………………………………

REASON FOR LOAN: ………………………………………………………………………………………………………………………………

NO: OF INSTALMENTS FOR REPAYMENTS: ………………………………………………………………………………………………

HAVE YOU REQUESTED FOR A LOAN BEFORE: YES/NO

IF YES, WHEN AND AMOUNT OF LOAN GRANTED: ………………………………………………………………………………….

IF YES, WHAT INSTALMENT IS PAID EVERY MONTH: $.................................................................................

HOW WOULD YOU SECURE YOUR LOAN: ………………………………………………………………………………………………..

NO: OF LEAVE DAYS ACCRUED TO YOU: ………………………………………………………………………………………………….

**UNDERTAKING**

I ………………………………………………………………………………….. do hereby solemly declare that I have a correct reason for acquiring the above amount of loan. I also agree to abide by the rules and regulations of the company and will not take any extra loan before paying back any other loans. I also understand that in case of my resignation or termination of employment with Consultus Publishing Services the company has the right to deduct the unpaid balance out of my final payment.

………………………………………………. ………………………………. ……………………………………

 SIGNATURE DATE WITNESSED BY

FOR OFFICE USE ONLY

AMOUNT OF LOAN GRANTED: ………………………………………………………………………………………………………………

INTEREST ON ABOVE: …………………………………………………………………………………………………………………………….

TOTAL AMOUNT DUE FROM EMPLOYEE: …………………………………………………………………………………………….....

NO: OF INSTALMENTS APROVED: ……………………………………………………………………………………………………………

DEDUCTION TO BE EFFECTIVE FROM: ……………………………………………………………………………………………………….

**APPROVED/NOT APPROVED FINANCE MANAGER: …………………………………………………**

**APPROVED/NOT APPROVED MANAGING DIRECTOR: ……………………………………………**