



**EQUITY FOCUS
MICROFINANCE
LIMITED**

Loan Application Form



**EQUITY FOCUS
MICROFINANCE
LIMITED**

LOAN APPLICATION FORM

DATE _____

A. Personal Information: *Attach Photocopies of Valid Identity Card / Passport / Driver's License / Voter's I.D*

First Name _____

Last Name _____

Other Names _____

Gender Male ☐ Female ☐

Place Of Birth _____ Date Of Birth _____

Home Town _____

Church _____

Branch _____

Email _____

Married ☐ Divorced ☐ Widow ☐ Single ☐

Spouse (if applicable) _____

Occupation Of Spouse _____

Spouse Tel. No. _____

House No. _____ Suburb _____

Describe location in detail _____

Tel. No(s) _____

Residential Status: Owned ☐ Rented ☐ Free ☐

Duration in Present Residence _____

No. of Dependants _____ Nationality _____

ID Type _____ ID No. _____

Name of Two (2) Relatives & Contacts

1. _____

2. _____

Contacts 1. _____ 2. _____

B. Employment Details

Name & Address Of Employer _____

Position Held _____ Branch _____

Net Monthly Salary/Sales _____

Salary Date _____

Any other Source of Income _____

Bankers _____

C. Loans

Current Loans

No. of Current Loans _____ Balance _____

Total Monthly Payments _____

Name of Institution (s) _____

Loan Request

Amount Requested _____

Purpose of Loan _____

Proposed Loan Period _____

Cash Collection Service Yes ☐ No ☐

RESIDENTIAL CHECKS (SKETCH MAP)

VISITED BY _____ **SIGNATURE** _____ **DATE** _____

DECLARATION

I have applied for a loan, as detailed above, and hereby declare that the information given by me (_____) is in all respects true and accurate. I promise to repay the loan in accordance with the repayment terms agreed with Equity Focus Microfinance Ltd.

I agree to allow Equity Focus Microfinance to verify information given in this loan application form from any source.

In case of late payment Equity Focus Microfinance is entitled to follow up on payments and may ask for the remaining balance inclusive of interest accrued to be paid in a lump sum without recourse to the repayment installment agreed on.

SIGNATURE OF BORROWER _____ **PLACE** _____ **DATE** _____

This Guarantee Contract is made this _____ day of _____ 20____ between EQUITY FOCUS MICROFINANCE LTD. (hereinafter called “the **Lender**”), a limited liability company registered under the laws of Republic of Ghana, with its registered office at F & G Plaza Abossey Okai, Accra,

Guarantors Information

1. And _____ of House No. _____

Place of Work _____ Net Salary _____

Tel/Mob. No. _____ in the _____ Region of the Republic of Ghana

2. And _____ of House No. _____

Place of Work _____

Tel/Mob. No. _____ in the _____ Region of the Republic of

Ghana (hereinafter referred to as the “**Guarantor/s**”) of the 2nd part.

Applicant Information

And _____ (hereinafter referred to as the

“**Borrower**”) of House No. _____

Place of Work _____

Tel/Mob. No. _____ in the _____ Region of the Republic of Ghana
of the 3rd part

IT IS HEREBY AGREED AS FOLLOWS:

1. This Guarantee Contract is precedent to the Loan Agreement that will be entered into between the Lender and _____ (hereinafter called “the **Borrower**”), in which the Lender will advance a loan (“the **Facility**”) subject to the terms contained therein to the Borrower.
2. As a fundamental condition pre-requisite for the Lender to give the Facility, the Guarantor/s herein has/have unconditionally, unreservedly and unequivocally agreed by the subscribing of his /her /their signatures hereto to pay the said loan amount plus any interest which may be calculated on the liquidated sum inclusive of any default and collection fees and when necessary.
3. Upon default of the Borrower, regardless of the circumstances giving rise to such default, the Lender shall notify the Guarantor/s of the Borrower's default and outline the extent of the Borrower's indebtedness and thereafter proceed to enforce this contract.
4. It is a fundamental condition of this agreement that whenever the Borrower defaults or breaches the installment payment schedule hereto attached to the loan agreement, the whole amount inclusive of interest thereon shall be collected from the Guarantor/s, and the Guarantor/s shall not be permitted in any way whatsoever to pay the said amount by installments other than those agreed with the Borrower in the Loan Agreement, will permit the Guarantor to pay the amount as per the installment payment schedule aforementioned without fail or default.
5. This Guarantee shall remain in full force and effect notwithstanding any extension of the loan term, compromise, adjustment, forbearance, waiver, release or discharge of any party or Guarantor, or release in whole or in part of any security or collateral granted for the said indebtedness or compromise or adjustment thereto.

6. It is further agreed that the Lender shall not be required to exhaust its remedies against the Borrower prior to enforcing its rights under this Guarantee against the Guarantor.
7. The Guarantor shall be held jointly and severally liable with the Borrower for all payments due and unpaid under the said Loan Agreement, including all costs and solicitors fees necessary for the enforcement of this Guarantee.

THAT I/we _____ and _____
(Guarantor/s) **have read and understood** the content of this agreement of my obligations herein and that I/we perfectly understand same and its legal consequences, and in the presence of witnesses, present at the same time, signed or thumb printed this agreement.

Signed by the Guarantor(s) herein:

1st Guarantor _____

2nd Guarantor _____

Relationship with Borrower _____

Relationship with Borrower _____

Date _____

Date _____

Witness

Witness

Name _____

Name _____

Employer _____

Employer _____

Tel/Mob No _____

Tel/Mob No _____

Signature _____

Signature _____

Signed by the BORROWER

Name _____

Signature _____

Date _____

Signed on behalf of

EQUITY FOCUS MICROFINANCE LTD.

Name _____

Position _____

Signature _____

Date _____

RECOMMENDATION AND APPROVAL

Applicant's Background Information			
Source of repayment, repayment mode and performance of previous loan (if any)			
Recommended Loan Amount	Repayment Period	Installment	Additional Comments (if any)
GHC _____	_____ Months	_____	

Credit Officer: Name _____ Signature _____

OPERATIONS MANAGER'S COMMENTS

Signature_____

DATE _____

1ST LINE CREDIT COMMITTEE COMMENTS

2ND LINE CREDIT COMMITTEE COMMENTS

3RD LINE CREDIT COMMITTEE COMMENTS

CREDIT COMMITTEE DECISION

Approved ☐

Rejected ☐

Deferred ☐

PRODUCTS

SAVINGS

- Susu
- Term Deposit

OTHER LOAN PRODUCTS

- Personal Loan
- Trade Finance
- Bridge Finance
- Import Clearing Finance
- LPO / Input Credit
- Cheques / Receivables Discounting
- Certificates / Invoice Discounting
- Business Loans
- Home Improvement Loan

Location: F&G Plaza, Abossey Okai, Accra
P. O. Box KD 277 Kanda – Accra
Tel: 0302 684 127/8, 0302 681 631/2, Fax: 0302 689 790
Email: info@equityfocusltd.com
Web: www.equityfocusltd.com