**PERSONAL DETAILS**

Title:

Surname:

First Name:

Middle Name:

Date of Birth:

Female

Male

Gender:

Bank Verification Number:

Means of

Identification:

Document No.:

Issue Date: Expiry Date:

Nationality:

Marital Status:

**CONTACT DETAILS**

Telephone No.:

E-mail:

Home

Address:

Office

 Address:

**PROFESSIONAL DETAILS**

Contract

Retired

 Employed

Employment Status:

Educational Qualification:

Current Employer:

Career Level:

Position Held:

Years of Experience:

Employers’ Contact/Email:

*Please affix*

*Passport Photograph*

*Here!*

98 Aminu Kano Crescent Wuse II,

Abuja

**TRANSACTION DETAILS**

 Amount Requested:

Tenor/Duration:

Purpose:

Net Monthly Income:

Salary Payment Date:

 *(Day &Month)*

Outstanding Loan Obligation:

 *(If Any, state amount)*

*If your application is granted, which Bank would you like to be credited to?*

**Account Name**

**Account Number**

**Bank Name**

**GUARANTOR DETAILS**

Full Name:

Current Employer:

Office Address:

Home Address:

Tel:

 Email:

Position Held:

Plot 251 Herbert Macaulay Way. 3rd Floor front wing Block B. Millennium Builder’s Plaza, Adjacent NNPC Towers,

Central Business District Abuja.

Relationship with Applicant:

How long have you known Applicant?

*I hereby agree and undertake to indemnify* ***CIL*** *for the Principal, Accrued interest element and any other expenses reasonably incurred to ensure repayment as contained in this Offer Letter in case the borrower is unable to settle the indebtedness when due.*

 **Guarantors’ Signature and Date**

**MEMORANDUM OF ACCEPTANCE**

98 Aminu Kano Crescent, Wuse II,

Abuja

*I hereby confirm my application for the above facility and certify that all information provided by me above and attached thereto is correct and complete. I authorize you to make any enquiry you consider necessary and for the purpose of evaluating this application.*

Applicant Name:

 **Applicants’ Signature and Date**

 *The Customer acknowledges that the Company has relationships with various Credit Bureaus for amongst others, the provision of credit checks on its customers. The Company provides such Credit Bureaus with information on its credit customers. The Customer hereby irrevocably and unconditionally consents to the Company providing any and all information on its/his/her dealings with the Company to such Credit Bureaus as the Bank may deem necessary.*

*If the above terms and conditions are acceptable to you, please sign the attached copy of this letter and return same to the*

 **FOR OFFICE USE ONLY**

**BASIS FOR RECCOMENDATION**

**RELATIONSHIP OFFICER**

Name

Signature & Date

**MANAGEMENT APPROVAL**

Signature & Date

 Application Form

**CHECK LIST**

 6 Months Bank Statement

 1 Passport Photograph

 I.D Card (Applicant & Guarantor)

 Post dated Cheque (Applicant & Guarantor)

 Repayment Schedule

 Processing Fee

 Others (Utility Bill)

 Lien – Transfer Letter

 Internal Control Approval

*bank.*