

# Company Name

## LOAN APPLICATION FORM

PASSPORT  
PHOTOGRAPH

### PERSONAL DETAILS

Name (surname first).....

Mother's maiden name.....

Residential address.....

Nearest bus/stop.....: email.....

Phone nos.....

Date of Birth: Day.....Month..... Year.....

Name of employer/company.....

Employer's/company's address.....

Nature of business/work..... Position held.....

Employment/occupation duration..... no of children.....

Sex (male/female: marital status (married/single); no of dependents.....

Next of kin/spouse..... phone no.....

### Transaction Details

Other Banks:

Account Name: ..... Account Number: .....

Account Name: ..... Account Number: .....

Account Name: ..... Account Number: .....

BVN: .....

Current loan request amount..... Tenor.....

Purpose of loan.....

Security/collateral I ..... ii .....

### GUARANTEES

Name of guarantor .....

House address.....

Phone no.....Relationship.....  
Office name.....Office address.....  
Name of guarantor .....  
Phone no.....Relationship.....  
Office name.....; office address.....  
House address.....

**NETWORTH**

Salary.....  
Trade.....  
Rent.....  
Commission.....  
Others.....

TOTAL NETWORTH \_\_\_\_\_

**DECLARATION**

Have you any existing or previous loans with [Company Name]. Have you any loan with other financial institutions? (Please state details/status)  
.....  
.....

I/We hereby declare that the above details are true and shall constitute the basis of contract in respect of this application (if successful) with [Company Name].

Signed \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL ONLY**

Referred/introduces by:  
Name.....  
Signature.....Date.....

# Company name

THIS LOAN AGREEMENT is made ..... Day of.....20

BETWEEN

[Company Name] a company incorporated under the laws of the Federal Republic of Nigeria having its registered office at Nigeria (hereinafter referred to as 'LENDER' which expression shall, where the context so admits include its assigns successor in title and agent) of the day

AND

.....  
..... (hereinafter to referred to as BORROWER' which expression shall, where the context so admits include its assigns, employees, personal representatives and agents) of the other part.

WGERE AS

- 1) [Company Name] is a private lending company, incorporated by the corporate affair commission of Nigeria.
- 2) The BORROWER has applied for an advance facility [Company Name].
- 3) The lender is willing in accordance with the term and conditions of this agreement, to grant the said advance to the BORROWER.

**NOW IT IS HEREBY AGREED AS FOLLOWS:**

1. In consideration of the borrower's application for financial advance. The lender hereby agrees to grant the sum of=N=.....  
(.....  
..... to the BORROWER for a period of .....  
Months Starting from ..... Day of .....20..... and  
ending..... Day of.....20.....

**2. The total amount granted to the borrower are as follows:**

Amount of loan = N=.....  
Finance charge =N=.....  
Others (describe) =N=.....

**3. Loan structure**

Loan amount.....  
Duration.....  
Purpose.....

Total Repayment Amount.....

**4. Loan repayment amount**

The Borrower is obliged to repay the advance received from [Company Name] according to the agreed payment plan which forms an integral part of the contract

**5. Security:** the security provide for his loan are as follows:

|  |
|--|
| Equitable mortgage on landed property      |
| Legal mortgage on landed property          |
| All asset debenture                        |
| Irrevocable Bill of sale on motor vehicles |
| Transferred shares/stock certificate       |
| Post dated cheques                         |

6. Late charge: any installment not paid within five (5) days of its due shall be subjects to a late charge fee of 5% of the installment not paid .such late charge fee shall not exceed =N=..... For any such late installment.

**7. Rights and obligation of the borrower:**

- 7.1 The borrower has the right to receive and use the loan at the stipulated terms and conditions
- 7.2 The installments have to be paid at any of the corresponding banks used by [Company Name] or through an agent of the bank, stating the borrower’s name and his/her account number and the borrower must collect a receipt for payment.
- 7.3 The borrower must not use the loan for different purpose that here stipulated.
- 7.4 The borrower has to inform [Company Name] immediately about all incidents which change his financial situation. The situation of his/her business or the domicile, in particular closure of business, change of business activity, change of business or domicile address,

**8. Bright and obligations of the lender:**

- 8.1 [Company Name] and its authorized representatives can at any time visit the business and household premises of the borrower in order to verify existence and state of the collateral, to check the financial situation of the borrower and to verify the use of the credit
- 8.2 In the event of the borrower failing to pay amount due to [Company Name] under the loan contract [Company Name] reserves the right to debit all accounts of the borrower with it in order to cover the overdue installment:
- 8.3 [Company Name] has the right to unilaterally terminate the contract and to demand immediate and full payment of the entire outstanding, principal, interest, penalties and other charges related to loan recovery in following cases:

- i. The borrower has failed to pay punctually the due installment as indicated on the attached payment schedule.
  - ii. It is discovered that the loan is not used by the borrower according to the purpose indicated in article I of the contract:
  - iii. There is a charge in the financial situation, property, organization/legal status of the borrower which is though to negatively influence the borrower's which is though to negatively influence the borrower's capacity to fulfill the terms of the contract; or there is change in the market situation which creates a significant threat to the viability of the borrower's activity:
  - iv. It is discovered that the borrower has taken actions to mislead the lender, including instances when it is uncovered that the borrower has presented false or incomplete information regarding his entrepreneurial activity, financial situation, or other facts which are found to be significant importance for the borrower's ability to fulfill the terms of the contract:
  - v. The borrower breaks any single term and condition of this contract.
9. **Co-borrower:** a guarantor to this transaction is a co-borrower and shall be jointly and severally liable for any outstanding amount of this loan facility.

**IN WITNESS WHEREOF.** The parties have signed and sealed this agreement the day and year first above written.

**Signed sealed and delivered by the within named**

Customer Name \_\_\_\_\_ Signature \_\_\_\_\_ date \_\_\_\_\_

In the presence of  
 Name:.....  
 Address:.....  
 Designation.....  
 Signature:.....

COMMON SEAL OF [COMPANY NAME] WAS  
 AFFIXED IN THE PRESENCE  
 OF In the presence of

.....  
 Director

.....  
 secretary