

## UB FINANCE COOPERATIVE SOCIETY (UB-FIN COOP-BOD) LOAN APPLICATION FORM

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

Loan Application Number: \_\_\_\_\_

**1. Basic Information about the Applicant:**

Names: \_\_\_\_\_ Account No. \_\_\_\_\_

Sex: \_\_\_\_\_ Marital Status: \_\_\_\_\_ Village of Origin: \_\_\_\_\_

ID Card No: \_\_\_\_\_ Date of issue: \_\_\_\_\_ Place: \_\_\_\_\_

Date of birth: \_\_\_\_\_ Place: \_\_\_\_\_ Nationality: \_\_\_\_\_

Phone No: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(draw sketch at the Back)

Office Address: \_\_\_\_\_ Email: \_\_\_\_\_

Elected Official or Staff (Yes / No): \_\_\_\_\_ Friends or Relatives working in the UB-FIN: \_\_\_\_\_

Membership duration: \_\_\_\_\_ months or \_\_\_\_\_ years.

Spouse Names: \_\_\_\_\_ Address / Tel No \_\_\_\_\_

**2. PHYSICAL PERSON:**

Profession: \_\_\_\_\_ Position: \_\_\_\_\_

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

Net Monthly Salary Earned: \_\_\_\_\_ Duration in Service \_\_\_\_\_

Spouse Net Monthly Salary: \_\_\_\_\_ FCFA.

**3. MORAL PERSON (CORPORATE BODY):**

Business Name: \_\_\_\_\_ FORM (LTD, PLC)

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

Is the Business Registered? \_\_\_\_\_ If yes, Registration Number: \_\_\_\_\_

Sector of Activity: \_\_\_\_\_

Duration: \_\_\_\_\_

Engagements with other Bank/MFI: \_\_\_\_\_

**4. LOAN PURPOSE: (Specify the exact activity to be financed)**

\_\_\_\_\_

Amount requested: (figures) \_\_\_\_\_ (words) \_\_\_\_\_

\_\_\_\_\_ FCFA

Duration \_\_\_\_\_ Proposed no. of Installments (Principal) \_\_\_\_\_ Amount per Installment: \_\_\_\_\_

Repayment Modality: \_\_\_\_\_ (weekly/ Monthly / Quarterly / bi-annually / Yearly)

Grace Period (if any): \_\_\_\_\_ date of 1<sup>st</sup> Installment (Repayment): \_\_\_\_\_

**5. CREDIT HISTORY:**

Previous Loan: Date of Loan: \_\_\_\_\_ Purpose: \_\_\_\_\_

Loan Amount \_\_\_\_\_ FCFA. Loan balance: \_\_\_\_\_ FCFA Any Related Account (s)

Yes\No; if yes, specify \_\_\_\_\_

Engagements with other financial institution: Name of CU\MFI\Bank: \_\_\_\_\_

6. GUARANTOR

Names: \_\_\_\_\_ ACC No \_\_\_\_\_ Profession /Occupation \_\_\_\_\_  
 Estimated Income: \_\_\_\_\_ Phone No. \_\_\_\_\_  
 Home Address \_\_\_\_\_  
 Business Address \_\_\_\_\_  
 Amount Guaranteed: (figures) \_\_\_\_\_ (words) \_\_\_\_\_ FCFA  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

7. REFERENCES

Names: \_\_\_\_\_ Phone No. \_\_\_\_\_ Relation: \_\_\_\_\_  
 Address: \_\_\_\_\_

Done at: Place: \_\_\_\_\_ Date: \_\_\_\_\_  
 Names: \_\_\_\_\_ Signature: \_\_\_\_\_

8. RECOMMENDATION OF LOAN OFFICER:

Amount recommended:	Interest rate:	Loan Duration:	Frequency of repayment
Date of recommendation:	Signature:	Signature for Refusal:	Names of Loan Officer:
Comments: (State Summary Recommendation of the "Technical Analysis Report" attached)			

9. THE GENERAL MANAGER'S APPROVAL / REJECTION/ REVIEW

With approval right

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

Amount Recommended /Approved	Interest rate:	Loan Duration:	Frequency of repayment:
Decision:			
Name and Signature			

10. THE CREDIT COMMITTEE APPROVAL / REJECTION/ REVIEW

With approval right

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

Amount Recommended /Approved	Interest rate:	Loan Duration:	Frequency of repayment:
Decision:			
Name and signature: (Chairperson)	Name and signature: (Secretary)	Name and signature; (Member)	

11. THE BOARD OF DIRECTOR APPROVAL / REJECTION/ REVIEW

With approval right

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

Amount Recommended /Approved	Interest rate:	Loan Duration:	Frequency of repayment:
Decision:			
Name and signature	Name and signature	Name and signature	
Name and signature	Name and signature	Name and signature	
Name and signature	Name and signature	Name and signature	

LOAN CONTRACT

OTHE LOAN CONTRACT IS MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_

BETWEEN

\_\_\_\_\_ Cooperative Society Ltd MFI, (\_\_\_\_\_) COOP-BOD with Registration Number \_\_\_\_\_ of \_\_\_\_\_ having its registered office in \_\_\_\_\_ P O BOX \_\_\_\_\_ here represented by its President, \_\_\_\_\_ herein after called the LENDER (which expression shall where the context so admits include her legal Representative and Assigns) of the one part,

AND

\_\_\_\_\_, an adult Cameroonain, a \_\_\_\_\_ by profession; holder of national Identity Card/Passport No \_\_\_\_\_ issued on the \_\_\_\_\_ at \_\_\_\_\_ and residing at \_\_\_\_\_ P O BOX \_\_\_\_\_ hereinafter called the BORROWER (which expression shall where the context so admits include her legal Representative and Assigns) of the other part.

WHEREAS

- A. The BORROWER is a member of the LENDER with an Account No \_\_\_\_\_
- B. the BORROWER by an Application dated \_\_\_\_\_ applied for a loan of \_\_\_\_\_ FCFA (in figures) \_\_\_\_\_ FCFA (in words) from the LENDER for the purpose of \_\_\_\_\_
- C. the LENDER, after due consideration and based on the information and documents provided has agreed to lend to the BORROWER the sum of \_\_\_\_\_ FCFA (in figures) \_\_\_\_\_ (in words) FCFA upon having the repayment thereof with interest at the rate hereinafter mentioned, secured in the manner hereinafter appearing.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS

1. CONSIDERATION: In consideration of the loan facility of \_\_\_\_\_ FCFA, granted by the Lender to the Borrower, hereinafter mentioned, secured in the manner hereinafter receipt of which the borrower hereby acknowledges, the Borrower hereby undertakes to fulfill all the obligations herein stipulated.
2. PURPOSE: The Borrower shall use the Loan Facility solely for the purpose of \_\_\_\_\_
3. LOAN DURATION AND REPAYMENT: that the loan is granted for a duration of \_\_\_\_\_ months\years. It shall be repaid in \_\_\_\_\_ (Weekly\monthly\ quarterly\bi-annually\yearly) installments of \_\_\_\_\_ FCFA (in figures) \_\_\_\_\_ FCFA (in words) following the agreed repayment schedule which is hereto attached and forms an integral part of this contract. Repayment installments, provide that each installment shall be completely repaid when due. All payments made will be applied first to any accrued interest and then to the principal. The first installment shall fall due on the \_\_\_\_\_ and the due date for last installment is \_\_\_\_\_
4. INTEREST RATE: That the borrower shall repay the Loan at an interest rate of \_\_\_\_\_ % per month, or \_\_\_\_\_ % per annum.
5. INCIDENTAL CHARGES: That the borrower hereby undertakes to repay to the lender, the loan of \_\_\_\_\_ FCFA (in figures) \_\_\_\_\_ FCFA (in words) plus the interest, charges, stamp duty, registration fee, legal fee or other related or incidental charges incurred wholly and necessarily for the purpose of executing the terms of this Loan Contract.
6. PLACE OF PAYMENT: That the borrower shall for the purpose of this Loan Contract, make payments in his Account number \_\_\_\_\_ now operated by the borrower in the Borrower's Name with the \_\_\_\_\_ Cooperative Society Ltd. MFI, (\_\_\_\_\_) COOP-BOD, Branch at \_\_\_\_\_ or any branch office of the lender.