



# UNIVERSE CO-OPERATIVE CREDIT UNION LTD.

P.O. BOX 227, HOHOE, V/R. TEL: 036-2720642 / 3 0362095062

## MEMBERS LOAN APPLICATION FORM

CURRENT  
PASSPORT  
PICTURE

- A//
1. NAME OF APPLICANT.....
  2. POSTAL ADDRESS.....
  3. UNICCU ACCOUNT NO.....DISTRICT.....
  4. BUSINESS LOCATION .....
  - RESIDENTIAL ADDRESS/HSE NO.....TEL NO.....
  - LOCATION (LANDMARK).....
  - DATE OF BIRTH..... AGE..... MARITAL STATUS.....

### TYPE OF LOAN:

| PROVIDENT   | AGRICULTURE   | BUSINESS   |
|---|---|--|
| <input type="checkbox"/> Food <input type="checkbox"/> School<br><input type="checkbox"/> Medical <input type="checkbox"/> Wedding<br><input type="checkbox"/> Funeral <input type="checkbox"/> Housing<br><input type="checkbox"/> Transport <input type="checkbox"/> Others | <input type="checkbox"/> Fertilizer<br><input type="checkbox"/> Livestock / Poultry<br><input type="checkbox"/> Farming<br><input type="checkbox"/> Seeds <input type="checkbox"/> Others | <input type="checkbox"/> Tailoring <input type="checkbox"/> Maize mill<br><input type="checkbox"/> Business capital<br><input type="checkbox"/> Liquidity Support<br><input type="checkbox"/> Others |

### MEMBER'S CURRENT LEDGER BALANCE

| SHARES   | SAVINGS  | LOAN BALANCE |
|----------|----------|--------------|
| GH¢..... | GH¢..... | GH¢.....     |

5. ARE YOU ON GIZO-GIZO LOAN? YES ☐ NO ☐ MONTH OF GIZO-GIZO.....
6. AMOUNT APPLIED FOR IN WORDS.....  
..... (GH¢.....)
7. NET MONTHLY INCOME: GH¢ .....OTHER SOURCE OF INCOME: GH¢.....
8. MODE OF PAYMENT:      TABLE ☐      MOBILE BANKER ☐
9. NAME OF MOBILE BANKER.....REPAYMENT PERIOD.....  
SIGNATURE OF MOBILE BANKER.....
10. SECURITY  
LAND PROPERTY ☐      PERSONAL GUARANTEE ☐  
TYPE OF COLLATERAL ..... COLLATERAL LOCATION.....
11. BANK INFORMATION  
NAME OF BANK..... BRANCH.....  
ACCOUNT NUMBER.....  
ANY CREDIT FACILITY OBTAINED FROM BANKERS/OTHER FINANCIAL INSTITUTIONS  
Yes ☐ No ☐ If yes Amount GH¢.....

B//

**TERMS AND CONDITIONS:**

- i) A member who defaults in payment of Gizo-Gizo or Main Loan for **three months** is not qualified until he/she has served 6 months penalty under the **Loan Policy 14(vii)**;
- ii) **Loans shall not be granted to persons whose pay slips cannot support payment of the Loan;**
- iii) Attach **two** most recent **pay-slips** to your Loan Application Form and one from any of your guarantors.
- iv) Members who apply for Loans should also sign Authority Forms when submitting the application forms
- \* v) **A member who takes a loan cannot withdraw his / her savings until he/she has completed servicing the loan.**
- vi) The Loans Committee shall reject any loan application which contains false information
- \* vii) I agree to pay interest of 3%, or 4% per month on the unpaid balance as required. In case payment shall not be made at maturity, I shall pay the cost of collection, a fine of 8% from 3months to 12 months and 12% above one (1) year of the principal loan.

I hereby agree to the above approved conditions for the loan.

(viii) **NOTE: Late submission of applications would be considered in the following month.**

**I hereby agree to the above approved conditions for the loan.**

**SIGNATURE OF APPLICANT:..... DATE:.....**

**MEMBER GUARANTEE FORM**

**THIS SECTION IS TO BE COMPLETED BY THE GUARANTORS.**

C//

**LOAN GUARANTEE**

We hereby declare that..... is a person who has been known to us for the past ..... years. We guarantee repayment of the loan facility of ..... (GH¢.....) given to him/her by Universe Co-operative Credit Union Limited.

We further agree that, in event of default by the borrower, we are jointly and severally responsible for the full repayment of the outstanding loan balance, interest and other related cost one **(1) week after we are notified.**

1. NAME ..... HOUSE NO.....  
VOTERS ID/GH CARD Nos. .... AREA.....  
POSTAL ADDRESS..... EMAIL.....  
AMOUNT PLEDGED AS A GUARANTEE GH¢..... DATE.....  
TEL..... SIGNATURE.....  
ACCOUNT NO..... SAVINGS BAL..... LOAN BAL.....
2. NAME ..... HOUSE NO.....  
VOTERS ID/GH CARD NOS ..... AREA.....  
POSTAL ADDRESS..... EMAIL.....  
AMOUNT PLEDGED AS A GUARANTEE GH¢..... DATE.....  
TEL..... SIGNATURE.....  
ACCOUNT NO..... SAVINGS BAL..... LOAN BAL.....

3. NAME ..... HOUSE NO.....  
 VOTERS ID/GH CARD NOS. .... AREA.....  
 POSTAL ADDRESS.....EMAIL.....  
 AMOUNT PLEDGED AS A GUARANTEE GH¢.....DATE.....  
 TEL.....SIGNATURE.....  
 ACCOUNT NO..... SAVINGS BAL.....LOAN BAL.....

D// **OFFICE USE ONLY**

- 1 LOAN OFFICER'S COMMENT:.....  
 .....
2. INTERNAL AUDITOR'S COMMENT.....  
 .....
3. MANAGING DIRECTOR'S COMMENT:.....  
 .....

E// **LOAN COMMITTEE (FOR OFFICE USE ONLY)**

Amount applied for GH¢.....

Amount Approved GH¢.....

Amount rejected GH¢.....

***Reason for:***

1. Rejection.....

**SIGNATURE AND NAMES OF LOAN COMMITTEE(S)**

| NAME | SIGNATURE | DATE  | POSITION  |
|------|-----------|-------|-----------|
| 1    | .....     | ..... | CHAIRMAN  |
| 2.   | .....     | ..... | SECRETARY |
| 3.   | .....     | ..... | MEMBER    |

**BOARD CHAIRPERSON SIGN:** .....

**I HEREBY ACCEPT THE LOAN AND PLEDGE TO ABIDE BY THE CONDITION ATTACHED.**

**SIGNATURE:..... DATE OF PAYMENT.....**