

## 10 Acceptance

I confirm that I have read and understood the client terms, Personal Loan terms and conditions and all other information related to my Personal Loan Application from the website ([www.sc.com/gh](http://www.sc.com/gh)).

By signing below, I confirm my agreement of these terms.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

# Top-Up Fixed Rate Application Form

For Enquiries / Feedback / Complaints / Compliments call our 24 hour Client Care Centre on Toll Free Number 0800 740100 or +233 302740100 or send us an email on [GH.StandardChartered@sc.com](mailto:GH.StandardChartered@sc.com) or visit our website [www.sc.com/gh](http://www.sc.com/gh)

Alternatively, you may speak to our staff in any branch.

For all Customer Enquiries and Complaints

<sup>1</sup> Call:

**0302 740 100 or Toll Free 0800 740 100**

<sup>2</sup> Contact

**[Gh.standardchartered@sc.com](mailto:Gh.standardchartered@sc.com)**

**[Feedback.Ghana@sc.com](mailto:Feedback.Ghana@sc.com)**

**[www.sc.com/gh](http://www.sc.com/gh)**

SCBGH/TUFRFAF/18/V1.0

**IMPORTANT:** Please Note - Agents or Representatives of Standard Chartered are NOT authorized to collect cash or cheques on behalf of the Bank under ANY circumstances.

## 1 Customer to complete Personal Details

Salutation / Title: Mr.  Mrs.  Miss  Dr.  Prof.

Surname: \_\_\_\_\_

First Name: \_\_\_\_\_

Middle Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

ID or P/port/ Drivers License No.: \_\_\_\_\_

SSNIT No.: \_\_\_\_\_

Marital Status: Single  Married  Other \_\_\_\_\_ (please specify)

Has your postal details changed? Yes  No  If yes, give details

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

Present Residential Address

(Please give full details- Hse No., Street Name, etc.)

\_\_\_\_\_

Phone No. (Home/ Residence): \_\_\_\_\_

Mobile: \_\_\_\_\_ Work / Office \_\_\_\_\_

## 2 Credit Details

### Type of Loan

Employee Smart Scheme  Employee Smart Credit (Account Holder)

Loan Amount Required \_\_\_\_\_

Purpose of Loan \_\_\_\_\_

Tenure (Months) \_\_\_\_\_

Existing Loan Balance \_\_\_\_\_

## 3 Work Details

Have you changed employers since your last application? Yes  No

If yes, complete the rest of this section

Employer's Name \_\_\_\_\_

No. of years with Employer \_\_\_\_\_

Employer's Address \_\_\_\_\_

Location \_\_\_\_\_

Position held \_\_\_\_\_

Contract tenure \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

## 4 a. Authority to employer (Non-Scheme)

Please arrange / continue to pay my salary allowance gratuity and all other benefits directly to my account with SCB.

Account Number: \_\_\_\_\_

## 4 b. Authority to employer (Scheme)

Please arrange to deduct my loan installment from my salary allowances and all the benefits every month with immediate effect and pay the amount directly to SCB. I also hereby authorize you to pay any terminal benefits or final salary directly to Standard Chartered Bank Ghana Limited in the event of termination of employment.

## 5 Customer Declaration and Acceptance

I hereby certify that all particulars given by me are true and complete.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_

## 6 Employer's Consent and Recommendation

**Smart Scheme/Smart Credit Account Holder**

We confirm the details as above. We also agree that we will not accept any instructions to discontinue salary or loan payments to SCB without prior written confirmation from Standard Chartered Bank (GH) Ltd. We recommend the loan proposal for approval.

Name of Company Official \_\_\_\_\_

Position Held /Job Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Stamp

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## 7 Other Bank Account Details

Bank Name	_____
Branch	_____
Type of Account	_____
Account No(s)	_____
Monthly Repayment	_____
Repayment Date	_____

## 8 Top - Up Amount Calculation

	GH¢
a) Loan amount	_____
b) Outstanding Balance	_____
c) New Money	_____
d) Minus Credit life insurance (1.66%)	_____
e) Final Loan Amount for approval	_____

## 9 For Bank Use Only

Bank Signatory \_\_\_\_\_

Name \_\_\_\_\_

### FOR LOAN CENTRE USE ONLY

Recommended  Not Recommended

Name of Loan Centre Official \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### FOR CREDIT DEPARTMENT USE

Approved  Declined