

PERSONAL LOAN APPLICATION FORM

Landmark _____ Area/City _____ LGA _____ State _____

Country _____ Sector _____ Years in Present Employment

Gross Salary per month(Amount N) _____ Net Salary per month(Amount N) _____ Pay Day

Employment Status: Permanent Employment Date Contract Expiration Date

Designation _____ Employment Grade _____ Total Work Experience (in years) _____
Exec. Mgt/Snr. Mgt/Staff

Facility Details

Requested Amount (N) Amount in words _____

Requested Tenor

Existing Loan Type (Personal, Home, Auto, etc.)	Name of Bank	Loan Amount (N)	Outstanding Balance (N)
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Personal Protection Plan

Name of Borrower _____ Title _____

Date of Birth Sum Assured (N) _____

Monthly Premium Payable (N) _____ Account No.

I declare that I am in good health and not undergone/about to undertake treatment for any condition apart from minor ailments. I irrevocably authorize the Insurance Company approved by the Bank ("the insurer") and Wema Bank Plc ("the Bank") to:

- a. Obtain any information from any person whom the Insurer and/or the Bank deem necessary.
- b. Share information in any related policy or other document with other insurers either directly or indirectly, at any time.

The information provided in this form is true, correct and complete and will form the basis of this contract. The contract detail will be contained in the summary of the cover provided under this policy and I hereby cede and assign to Wema Bank Plc all my rights in this contract.

Borrower's Signature _____ Date / /

Credit Card Details

Card Issuer _____ Card Type _____ Credit Card Limit (N) _____ Minimum Monthly Due (N) _____

Introducer Details

Title _____ Surname _____ First Name _____

Middle Name _____ Account No.

Declaration

I hereby apply for a credit facility with Wema Bank Plc. I have read and understood the Term and Conditions overleaf governing the structure of the term loan/overdraft granted by Wema Bank Plc. I accept and agree to be bound by the terms and conditions and hereby accept my liability to Wema Bank Plc. I understand that the Bank may, at its discretion, terminate this loan agreement completely or partially for breach of any of the Terms & Conditions without any notice to me, at which point all understanding obligations become due. I hereby declare that the information given is true and correct and to the best of my knowledge.

Name _____ Signature _____

In the event that the amount I qualify for is less than the amount I applied for (please tick only one option):
 I authorize the Bank to contact me before crediting my account.
 I authorize the Bank to credit my account with the approved amount (please sign offer Acceptance below).

Date / /

PERSONAL LOAN APPLICATION FORM

Acceptance of Offer

I, _____ hereby accept the facility, as contained in this Facility Offer and with detail stated below:

on this _____ day of _____, 20 _____.

Name _____

Signature _____

Date / /

FOR OFFICIAL USE ONLY

Amount Approved (N) _____ Process Fee _____ Management Fee _____
(% - on initiation only) (% - on initiation only)

Insurance _____ Penalty Fee _____
(% - per annum) (% - in case of default)

INTEREST RATE

The interest rate applicable on this facility at the date of offer is _____% per annum. This is however subject to reviews depending on changes in market conditions and the Bank reserves the right to change the interest rate at its discretion.

Interest is calculated on the outstanding daily balance and debited to your current account monthly and in arrears. The Term Loan repayment shall be in equal monthly installment of principal and interest over the loan tenor.

FACILITY TERMS

Tenor
No of Months

Monthly Repayment (N)
(for term loan)

First Repayment Date / /

Account No.

Branch _____

RELATED PARTIES

Surname _____ First name _____ Middle name _____

Nature of Relationship:

Direct: Senior Management Staff Indirect: Senior Management Staff

DOCUMENTATION CHECKLIST

- | | | | | | |
|--|------------------------------|-----------------------------|-------------------------------------|------------------------------|-----------------------------|
| 1. Proof of Identity | Yes <input type="checkbox"/> | No <input type="checkbox"/> | 5. Employment letter | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Three (3) months recent pay slips | Yes <input type="checkbox"/> | No <input type="checkbox"/> | 6. Letter of Confirmation | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Three (3) months bank statement | Yes <input type="checkbox"/> | No <input type="checkbox"/> | 7. Terms & Conditions duly signed | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Address verification - utility bill | Yes <input type="checkbox"/> | No <input type="checkbox"/> | 8. Irrevocable salary domiciliation | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Sourcer's Name _____

Sourcer's Staff Code _____

Relationship Officer Code _____

Team Lead Code _____

Sales Support Name _____

BDM Name _____

Sales Support Signature _____

BDM Signature _____

Date / /

Date / /

Originating Branch _____



TERMS & CONDITIONS (PERSONAL LOAN APPLICATION FORM)

Global Standing Instruction

By executing this offer letter/loan agreement and by drawing on the loan, I covenant to repay the loan as and when due. In the event that I fail to repay the loan as agreed, and the loan becomes delinquent, the bank shall have the right to report the delinquent loan to the CBN through the Credit Risk Management System (CRMS) or by any other means, and request the CBN to Exercise its regulatory power to direct all banks and other financial institutions under its regulatory purview to set-off my indebtedness from any money standing to my credit in any bank account and from any financial assets they may be holding for my benefit.

I covenant and warrant that the bank shall have power to set-off my indebtedness under this loan agreement from all such monies and funds standing to credit/benefit in any and all such accounts or from any other financial assets belonging to me and in the custody of any such bank.

I hereby waive any right of confidentiality whether arising under common law or statute or in any other manner whatsoever and irrevocably agree that I shall not argue to the contrary before any court of law, tribunal administrative authority or any other body acting in any judicial or quasi-judicial capacity.

All other rights and privileges remain preserved.

Grant of Facilities

Wema Bank Plc (herein after referred to as the "Bank") may approve or decline an application for credit facility at its absolute discretion. The bank is not obliged to disclose any reasons for decline or approval of an application.

Interest

- a. The Applicant authorises the Bank to apportion the monthly repayments between interest and principal, at its absolute discretion, and to debit the Applicant's current account with the amount for each monthly repayment as they fall due.
- b. Interest on all credit facilities will be charged on a monthly basis. Interest will therefore be calculated for the month based on the outstanding debit balance
- c. The bank reserves the right to increase/decrease either the tenor/monthly installment amount to effect any upward or downward revision of interest rate or for any other reason
- d. The Bank reserves the right to change interest rate depending on changes in market conditions
- e. Interest will be charged on all amounts owed by the Applicant

Disbursement

The Applicant understands and agrees that all fees and charges will be charged to the account of the Applicant.

Security

The Applicant understands and agrees that the Bank will have a lien on salary through salary domiciliation with Wema Bank as security for the facility and hereby undertakes (by the letter of irrevocable salary domiciliation) that the salary will be paid into the current account with Wema Bank until the expiration of the facility.

Facility Fees The Bank will charge fees as prescribed by the Central Bank of Nigeria (CBN).

The Bank reserves the right to vary such charges and fees as will be communicated by publication from time to time. The publication will be displayed at its branches and a copy will be made available on request.

Default

In the event of default by the Applicant, the outstanding principal amount of the loan and the accrued interest shall become immediately due, and payable. A statement or demand signed by an authorized officer of the Bank shall be conclusive evidence that the sum is due and owing from the Applicant.

In the event of default, the Bank reserves the right to assign this agreement to a third party without the permission of the Applicant, to recover outstanding debt.

Default Fee

Where loan installments due from the Applicant are not received at the date due for the payment, the Bank reserves the right to charge a default rate on the outstanding balance for the month. A flat default charge will be charged on the outstanding balance after 30 days

Foreclosure The Bank reserves the right to foreclose the loan and recover all out standings in the event of loss or change of employment, or any other circumstance which may impede the loan repayment, and is thus considered a risk to the Bank.

Balance Transfer Option The Bank reserves the right to offer this option to the Applicant and is at liberty to take over a running/outstanding loan of the Applicant where the running loan is below the amount that the Bank intends to grant to the Applicant.

The Applicant will be expected to provide the Bank with the statement of the outstanding sum owed to his creditor. Subsequently, the Bank would issue a 1st cheque to the creditor of the Applicant to cover the outstanding sum owed by the Applicant to its creditor.

Upon receipt of an acknowledgement from the Applicant's debtor that the Applicant's outstanding has been settled, the bank then proceeds to issue a 2nd cheque in the name of the Applicant which represents the remainder of the loan due from the Bank to the Applicant. The Bank would however start charging interest on the full loan amount from the date that the 1st cheque is issued in favour of the Applicant's creditor.

Insurance

The Bank will require the Applicant to take insurance to cover death,

permanent disability and loss of job, through the Bank's approved Insurance plan. The insurance will cover both the principal and interest up to the unsecured limit of the loan, and the Insurance Policy shall name the Bank as first loss payee.

The Applicant agrees to pay the insurance premium stipulated per annum; covering the tenor of the facility, and the premium shall be paid up-front.

Variation

The Bank will advise the Applicant of any change in prime lending rate, charges, fees and any other terms and conditions of the loan by a notice at its branches, or by notes in the customer's statements. The Applicant will be deemed to have received notification of changes thirty (30) days of publication of notice at its branches. The Applicant understands and agrees that the bank is not obliged to obtain the applicant's signature for receipt of such communication.

Letter of Undertaking

The Applicant agrees to submit to the Bank an irrevocable letter advised to Applicant's employer, undertaking to remit the Applicant's monthly emoluments to the Applicant's account with the Bank or remit directly to the Bank such part of the Applicant's emoluments that is due to the Bank monthly during the term of the facility and also undertake to ensure that during the said period, all the emoluments due to the Applicant in the event of the Applicant leaving the employment for any reason shall also be paid to the Bank to the maximum of the outstanding on the loan and any other unpaid charges as advised by the Bank.

Set-Off and Consolidated Rights

The bank may at any time and without notice combine all or any of the Applicant's accounts and liabilities with the Bank whether singly or jointly with any person or set-off all or any monies standing to the credit of such account(s) including the Applicant's deposits with the Bank (whether matured or not) towards settling any of the Applicant's liabilities to the Bank whether as principal or surety, actual or contingent, primary or collateral, singly or jointly with any other person, and the bank may effect any necessary currency conversion at the prevailing exchange rate. Exchange risks associated with any collateral, cash or otherwise in settling any outstanding debt shall be borne by the borrower.

Banking Instructions via Telex/Facsimile/E-mail

Unless the Applicant instructs the bank to the contrary, the Bank is authorized but not obliged, to act on the Applicant's banking instructions transmitted through telex, facsimile service or e-mail. The Applicant releases the Bank from, indemnifies and holds the Bank harmless from and against all actions, suits, proceedings, costs, claims, demands and charges, expenses, losses and liabilities however arising, in consequence or in any way related to:

- a. The Bank having acted in good faith in accordance with the Applicant's written facsimile, e-mail or telex instructions, notwithstanding that such instruction(s) may have been initiated in error or fraudulently altered, misunderstood or distorted in the lines of communication and/or transmission
- b. The Bank having refrained from acting in accordance with written facsimile, e-mail or telex instructions of the Applicant by reason of failure of actual transmission thereof to the Bank for whatever reason, whether connected with fault, failure or lack of readiness of the sending or receiving machine
- c. The Applicant's failure to forward all original copies of facsimile, e-mail or telex instructions to the Bank within 24 hours

Authority of Future Employers

The Applicant undertakes to authorise present and future employers to deduct loan repayment from the salary and remit to the Bank or pay salary to Applicant's salary account with the Bank and cause future employers to issue an irrevocable letter of undertaking to the Bank to make the monthly requisite deductions in respect of all outstanding loans.

Notices

The Applicant agrees to accept service of all notices and processes at his/her postal or physical address indicated on this form and hereby confirms these addresses as his/her address for service.

All notices and processes sent by registered post will be deemed to have been received 7 days after the date of posting and all processes and notices delivered by hand will be deemed to have been received on the date of delivery.

Appropriation All amounts received by the Bank will be first appropriated towards overdue interest charges/fees, and interest. Any balance left thereafter will be appropriated lastly towards principal. The Bank reserves the right to refuse acceptance of post-dated cheques or such other instruments towards payment or settlement of the credit facility.

Disclosure of Information

The Bank may use any information relating to the Applicant for evaluating the credit application and share such information with third parties including but not limited to the Applicant's employer (both present and future), referees and guarantors for any purpose in respect of the credit facility.

The bank is registered with the Credit Bureaus licensed by the Central Bank of Nigeria (CBN) to create, organize and manage database for the exchange and sharing of information on credit status of individuals and businesses. This information shall be used for business purposes approved by the CBN and any relevant statute. By this, the Bank is under obligation to disclose to the Bureaus credit information and any other personal information disclosed to it in the course of the banker-customer relationship with it.

By submitting information to the Bank (whether or not the Applicant proceeds with the transaction):

- a. The Applicant agrees that the Bank may collect, use and disclose such information to the Credit Bureaus and that the Bureaus may use the information for any approved business purpose as may from time to time be prescribed by the CBN and/or any relevant statute
- b. The Applicant understands that information held by the Credit Bureaus may already be linked to records relating to one or more of the partners of the Applicant, and may thus be treated as financially linked. The application will hence be assessed in reference to any 'associated' records. In addition, for any joint application made by the Applicant with any other person(s), new financial association may be created at the Credit Bureau which will link our financial records
- c. The Applicant hereby warrants that he/she is entitled to disclose information about any guarantor and/or anyone else referred to by the Applicant, and to authorize the Bank to search and/or record such information at Credit Bureaus. The Applicant understands that an 'association' will be created at the Credit Bureau, which will link the financial records of the Applicant to those of the guarantor and/or anyone else referred to by the Applicant.
- d. The Applicant hereby agrees to indemnify and hold the Bank harmless against all claims, costs, fees, expenses, damages, and liabilities against the Bank relating to, or arising as a result of, the disclosure of information about such guarantor and/or anyone else referred to by the Applicant or any use of such information by Credit Bureau in compliance with the provisions of any CBN guideline and/or relevant statute.
- e. The applicant hereby releases and discharges the Bank from its obligations under the Banker's duty of secrecy and forfeit any right to any claim, damages and/or loss on account of such disclosure to Credit Bureaus in accordance with the provisions of any CBN guideline and/or relevant statute.

Indemnity

The Applicant agrees to fully indemnify the bank against all costs and expenses (including legal fees, collection commission, et cetera) arising in any way in connection with the Applicant, in enforcing these terms and conditions or in recovering any amounts due to the Bank in any legal proceeding of whatever nature

Waiver

No forbearance, neglect or waiver by the Bank in enforcing these terms and conditions shall prejudice the Bank's right to strictly enforce the same. No waiver by the Bank shall be effective unless it is in writing.

In so far as any right is conferred on the Applicant with regard to any obligation imposed on the Applicant by this contract, the Applicant hereby waives and forgoes all such rights and benefits, whether conferred by a statute, common law, equity and any other law in force.

Name

Signature

Date

D	D	/	M	M	/	Y	Y	Y	Y
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CUSTOMER INFORMATION UPDATE FORM (INDIVIDUAL)

PLEASE FILL IN THE REQUIRED INFORMATION AND SUBMIT THE COMPLETED FORM AT ANY WEMA BANK BRANCH NEAREST TO YOU. THANK YOU.

Account Details

Account Name _____

Account No 1.

Branch _____

Account No 2.

Branch _____

Account No 3.

Branch _____

Account No 4.

Branch _____

Personal Details

Date of Birth / / Gender M F Marital Status Married Single Widowed

Mother's Maiden Name _____ Religion _____ Occupation _____

Nationality _____ State of Origin _____ Local Govt. Area _____

Residential Address _____ Area/Town _____

Local Govt. Area _____ State _____ Postal Address _____

E-mail Address _____ Mobile _____

Mobile 1 _____ Mobile 2 _____ Tel _____

Employer's Details

Employer's Name _____

Business/Employer's Address (not P. O. Box) _____

Area/Town _____ LGA _____ State _____ Tax ID No. (Self) _____

Electronic alerts on transactions: SMS E-mail None

Statement delivery method: Post E-mail Hold (Don't send)

Mean of Identification

Int'l Passport Driver National ID Voter's Card (PVC) Proxy

ID No.

ID. Issue Date / /

ID. Expiry Date / /

Foreigners Only

Resident Permit No. _____ Issue Date / /

Expiry Date / /

Next of Kin

Full Name _____ Relationship _____
(Surname/First name/Middle Name)

Tel/Mobile _____ Contact Address _____

AUTHORIZATION

Account Signatory Name _____
(Surname/First name/Middle Name)

PLEASE CUSTOMERS THAT HAVE OPERATED THEIR ACCOUNT ABOVE FIVE YEARS PERIOD SHOULD PROVIDE RECENT PASSPORT PHOTOGRAPHS. THANK YOU.

Signature & Date _____