

LOAN REQUIREMENT CHECKLIST

S/ N	REQUIREMENTS	YES	DEFERR ED	WAIVE D
1.	Written Application letter requesting for a loan			
2.	Completely filled and signed loan application form and account opening forms			
3.	Two (2) passport photographs each for the forms			
4.	Utility bills /Verification of address			
5.	Staff I.D card & any form of identification (driver's license, National Identity card, Voters card, International passport			
6.	Written letter of undertaking to notify the Bank in the event of change of employment, banker, residence or relocation abroad			
7.	Last 3 months pay slip or last 6 months salary Bank statement of account			
8.	Undated cheques /Direct debit mandate of the borrower/Standing instruction/confirmed letter of irrevocable domiciliation of salary from employer			
9.	Collateral/security			
10	Duly signed offer letter			
11	One or two guarantors (dependent on the amount) which will bring the following: 1. Individual Guarantor: a. Completed Guarantor form b. Two passport photographs c. Means of identification (Driver's license, National Identity card, Voters card or International passport) d. Proof of address or utility bills within the last 3 months e. Undated cheque (s) f. Last 6 months bank statement or 3 months pay slip 2. Corporate Guarantor: a. Completed Guarantor form(Signed by Two Directors) b. Two passport photograph of each director c. Means of identification (Driver's license, National Identity card, Voters card or International passport)Of each Director d. Proof of address or utility bills within the last 3 months of the company e. Undated cheque (s) of the company f. Last 6 months bank statement of the			

	company g. CAC documents			
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