



EMPLOYER DATE STAMP

PRE-APPROVAL FORM

APPLICATION DETAILS:

SURNAME		FIRST NAME	
POSITION		EMPLOYEE #	
NRC NUMBER		EMPLOYER NAME	

PURPOSE OF LOAN (Mark Appropriate Box with "X")

1	EDUCATION LOAN	<input type="checkbox"/>	2	SALARY ADVANCE	<input type="checkbox"/>	3	BUSINESS INVESTMENT LOAN	<input type="checkbox"/>
---	-----------------------	--------------------------	---	-----------------------	--------------------------	---	---------------------------------	--------------------------

I HEREBY AUTHORISE THE RECOVERY OF THE LOAN ISSUED TO ME BY WAY OF A PAYROLL DEDUCTION

Signature:..... Date:.....

NOTE: PLEASE BRING THE FOLLOWING: 1. Three Original Latest Payslips

- 2. National Registration Card
- 3. Employer Reference Letter
- 4. Bank Statements For 3 Months
(Only Applicable for loan tenures longer than 3 months)
- 5. Two Passport Sized Photos

FOR EMPLOYER ADMIN USE ONLY:

THIS OFFICE HEREBY CONFIRMS THAT THE ABOVE INDIVIDUAL IS CURRENTLY EMPLOYED WITH UNDER..... WE ALSO CONFIRM THAT THE MENTIONED INDIVIDUAL IS ELIGIBLE FOR AN ALTUS FINANCIAL SERVICES PERSONAL LOAN. THE MONTHLY DEDUCTION SHOULD NOT EXCEED (KWACHA).

EMPLOYMENT CONDITIONS (Mark Appropriate box with "X")

PERMANENT BASIS	<input type="checkbox"/>	CONTRACTUAL BASIS	<input type="checkbox"/>
IF ON CONTRACT INDICATE THE NUMBER OF MONTHS REMAINING TO SERVE			



IF ON CONTRACT INDICATE THE TOTAL GRATUITY ACCUMULATED TO DATE K.....

FIRST SIGNATORY				SECOND SIGNATORY (where applicable)			
NAME		SIGNATURE		NAME		SIGNATURE	
POSITION		CONTACT NUMBER		POSITION		CONTACT NUMBER	
DATE				DATE			

ALTUS FINANCIAL SERVICES ADMIN USE ONLY

NEW LOAN		SETTLEMENT
AMOUNT REQUIRED	MONTHLY REPAYMENT	AMOUNT BEING SETTLED

ALTUS REPRESENTATIVE NAME:.....SIGNATURE.....
