



PERSONAL LOAN APPLICATION FORM (COMPLETE IN FULL)

1. PERSONAL DETAILS

TITLE (MR, MISS, MRS, DR, PROF, ETC) _____ SURNAME _____ MALE FEMALE

FIRST NAME _____ MAIDEN NAME _____ DATE OF BIRTH _____

PASSPORT No.(Non Residence) _____ PASSPORT ISSUE DATE _____ PASSPORT EXPIRATION DATE _____

PASSPORT ISSUER COUNTRY _____

ID NUMBER _____ PAYROLL/EC No. _____ NATIONALITY _____

CITIZENSHIP _____ MARITAL STATUS _____ PROFESSION _____

EMPLOYER/MINISTRY _____ NET SALARY _____ GROSS SALARY _____

OTHER SOURCES OF INCOME (Provide Proof) _____

PHYSICAL WORK ADDRESS _____ TIME AT CURRENT ADDRESS _____

TIME AT PREVIOUS ADDRESS _____

POSITION _____ EMPLOYMENT PERIOD _____ EMAIL _____

MAIN RESIDENTIAL ADDRESS _____

CITY _____ COUNTRY _____

SECONDARY ADDRESS _____

CITY _____ COUNTRY _____

HOME OWNERSHIP: OWN RENT

PHONE NO.(H) _____ PHONE NO.(W) _____ CELL _____

SPOUSE DETAILS

NAME OF SPOUSE _____ SPOUSE'S OCCUPATION _____

PHONE _____ EMPLOYER _____

No. OF CHILDREN _____ No. OF DEPENDANTS _____

BANKING DETAILS

BANK _____ BRANCH _____

ACCOUNT NUMBER _____

ANY ACCOUNTS WITH OTHER BANKS YES NO

NEXT OF KIN

NAME _____ SURNAME _____ RELATIONSHIP _____

RESIDENTIAL ADDRESS _____

PHONE NO.(H) _____ PHONE NO.(W) _____ CELL _____

2. LOAN DETAILS

PURPOSE OF LOAN _____ AMOUNT REQUIRED _____

PRODUCT TYPE _____ SOURCE OF REPAYMENT _____

1st REPAYMENT DATE _____ Application Type New Top-up

Loan Tenure 6 months 9 months 12 months 24 months 36 months Loan Balance if Top Up

3. CURRENT BORROWINGS

<u>BANK/LENDER</u>	<u>AMOUNT BORROWED</u>	<u>MONTHLY INSTALMENT</u>	<u>ACCOUNT NUMBER</u>

HAVE YOU PREVIOUSLY BORROWED WITH OTHER BANKS YES NO

4. TERMS AND CONDITIONS

- 4.1 Your salary account must have been current with the Society for at least past three months
- 4.2 Your salary account must not be changed during the duration of loan.
- 4.3 The Society will deduct all loan repayments on a monthly basis from your NBS Salary Account/Salary Service Bureau or your employer
- 4.4 The Society reserves a right to take legal action in the event of default.

5. DECLARATION

- 5.1 I certify that all information given on this application and in support thereof is true and correct. I understand that should the information prove to be incorrect, the Society reserves the right to decline the application or call up the loan balance outstanding.
- 5.2 I undertake to provide all documents requested by Society and to update all records in the event of change of any personal details.
- 5.3 I acknowledge that my attention has been drawn to the terms & conditions of the NBS Loan Facility and undertake to abide by these terms & conditions.
- 5.4 I acknowledge that the society has the right to call up loan if my account is not conducted satisfactorily.
- 5.5 I authorise the Society to recover any outstanding amount of the loan from my terminal benefits or any other monies due to me.

SIGNATURE OF APPLICANT _____

DATE _____

FOR OFFICE USE ONLY

KYC DOCUMENTS CHECKED 3 MONTHS SALARY CREDIT CHECKED REPAYMENT TO NET INCOME
 CREDIT CHECKS DONE DATE ACCOUNT OPENED

COMMENTS _____

PROCESSED BY: _____ SIGNATURE: _____

AUTHORISED BY: _____ SIGNATURE: _____



OFFER LETTER

Lender:	NATIONAL BUILDING SOCIETY ("NBS" or "the Society") of
Borrower:	
Account number:	
Borrower's chosen <i>domicilium</i>	
Facility amount offered:	
Purpose:	
Tenure:	
Interest rate:	
Monthly Repayment:	Total USD..... inclusive of capital, interest, establishment fee and Loan Protection insurance premium
Facility fees and charges:	(1)Arrangement Fee of USD....., Capitalised (2) Credit Protection Insurance USD....., Capitalised
Repayments start date:	1 st day of the month immediately succeeding the month in which the first disbursement of the Facility is made.
Condition(s) Precedent to Draw down:	<ol style="list-style-type: none"> 1. Signature by the Borrower of this Facility Letter, signifying his acceptance of all the terms and conditions outlined herein. 2. Payment of the Borrower's salary into his NBS transactional account. 3. Written undertaking by the Borrower not to move his salary from NBS For the duration of this facility. 4. Confirmation from the Salary Services Bureau that the monthly repayment instalments will be deducted at source and remitted to NBS monthly.

SPECIAL CONDITIONS OF FACILITY

- 1. The loan facility is subject to approval on the condition that you satisfy the Society's qualifying criteria as defined in its policies.
- 2. The loan repayment instalments shall be deducted directly from your payroll/NBS salary payment account on a monthly basis.
- 3. The Society reserves the right to change the payment method at any time during the tenure of the loan without any notice.
- 4. Any movement by yourself of your salary payment account shall constitute breach of this facility's conditions, and your entire loan shall immediately become due and payable.

GENERAL CONDITIONS OF FACILITY

- 5. This Facility is denominated in United States Dollars and you must repay it in United States Dollars. If you pay in any other currency, the Society shall convert such currency to United States Dollars using its spot exchange rate prevailing on the date you make the payment.
- 6. You must accept this offer within 14 days from the date hereof failing which this offer will lapse unless this period is extended by the consent of the Society in writing.
- 7. You accept that the Facility represents a line of credit and not a legal obligation to lend on the part of the Society.
- 8. Interest will be charged on the advanced loan amount and is calculated on a daily basis and recovered using the reducing balance method on the outstanding balance.
- 9. Establishment fees of 4.5% flat and credit protection insurance is payable of 15% on the loan amount by the debtor to NBS on acceptance of this offer.
- 10. It shall always be in the discretion of the Society as to the extent, nature and duration of the Facility, and specifically the Society shall be entitled to call upon you at any time to repay immediately any indebtedness owed by the Borrower to the Society.
- 11. Should you default in making any payments on the due date thereof, the whole Facility shall become immediately due and payable.
- 12. The Society will advise you within 30 days of any change in minimum lending rate, applicable interest and/or default interest rates, charges, or fees by publication of a notice in a local or national newspaper or by a notice at its branches in Zimbabwe or by statement messaging. You understand and agree that the Society is not obliged to obtain your signature for receipt of such communication. Within 14 days of change the Society shall confirm the change.
- 13. The Society may at any time and without notice combine all or any of your accounts and liabilities with the Society or set off all or any monies standing to the credit of such account(s) including your deposits with the Society (whether matured or not) towards the satisfaction of your liabilities to the Society whether as principle or surety, actual or contingent, primary or collateral, singly or jointly with any other person and the Society may effect any necessary currency conversion and the then prevailing exchange rate.
- 14. You agree to receive notices and any court process at your chosen address specified in the Special Conditions table above.
- 15. Unless you advise the Society to the contrary, the Society is authorised, but not obliged, to act on your banking instructions transmitted through a telex/facsimile or email. You release the Society from, indemnify and hold the Society harmless from and against all actions, suits, proceedings, costs, claims, demands, charges, expenses, losses and liabilities however arising, in consequence of in any way related to the Society having acted in good faith upon receipt of your fax, email or telex instructions. You also fully indemnify the Society against all costs and expenses (including legal fees) arising in any way in connection with your accounts, and in enforcing these items and conditions or in recovering any amounts due to the Society or incurred by the Society in any legal proceedings of whatever nature.
- 16. Should you leave your present employer, you undertake to instruct any future employer to deduct loan repayments from your salary and remit such repayments to the Society.
- 17. All amounts received by the Society will be first apportioned towards overdue interest, charges, and interest. Any balance left thereafter will be appropriated lastly towards principal. The Society reserves the right to refuse acceptance of post-dated cheques or such other instruments towards payment or settlement of the credit facility.
- 18. No forbearance, neglect or waiver by the Society in the enforcement of any of these terms and conditions shall prejudice the Society's right thereafter to strictly enforce the same. No waiver by the Society shall be effective unless it is in writing.
- 19. In the event of any dispute, you consent to the jurisdiction of the Magistrates Courts, irrespective of the amount involved.

ACCEPTANCE

I, the undersigned,hereby accept the offer of a Personal Loan, on the terms and conditions quoted herein and authorize the Society to pay insurance premiums in relation to this facility.

Signed atonmonth of20

FULL NAME(S) & SIGNATURES (S)

.....DATE

.....DATE

Signature Verification Stamp:

In the presence of the undersigned witnesses

FULL NAME(S) & SIGNATURES

.....DATE

.....DATE