

# SALARY LOAN APPLICATION FORM



**PostBank**  
EMPOWERING YOU

|                                                                         |  |               |                |
|-------------------------------------------------------------------------|--|---------------|----------------|
| Branch                                                                  |  | Date:         | DD / MM / YYYY |
| Operational Account Number<br><i>(To which loan shall be disbursed)</i> |  |               |                |
| Employer Organization                                                   |  |               |                |
| Loan Register No.                                                       |  | Employer Code |                |

## A. LOAN DETAILS

|                     |  |                       |                                                      |
|---------------------|--|-----------------------|------------------------------------------------------|
| Loan Purpose        |  |                       |                                                      |
| Loan Amount         |  | Loan type             | <input type="checkbox"/> PCL Unsecured (Salary Loan) |
| Amount in words     |  |                       |                                                      |
| Repayment Frequency |  | Loan Repayment Period | _____ months                                         |

## B. APPLICANT DETAILS

|                                                  |                                                                        |                     |                |
|--------------------------------------------------|------------------------------------------------------------------------|---------------------|----------------|
| Surname                                          |                                                                        | Date of Birth:      | DD / MM / YYYY |
| Other Name(s)                                    |                                                                        |                     |                |
| Gender                                           | <input type="checkbox"/> Male <input type="checkbox"/> Female          | Marital Status      |                |
| Type of ID Card<br><i>(We only accept these)</i> | <input type="checkbox"/> National ID <input type="checkbox"/> Passport | ID Card No. (NIN)   |                |
|                                                  |                                                                        | ID Card Expiry Date | DD / MM / YYYY |
| Tax Identification No.                           |                                                                        | Financial Card No.  |                |

## Contact Details

|                  |  |               |  |
|------------------|--|---------------|--|
| Mobile Phone No. |  | P.O. Box No.  |  |
| Other Phone No.  |  | Postal Office |  |
| Email (Personal) |  |               |  |

## Residential Details

|                |                                                                                                  |                     |  |
|----------------|--------------------------------------------------------------------------------------------------|---------------------|--|
| Home ownership | <input type="checkbox"/> Parents' <input type="checkbox"/> Rented <input type="checkbox"/> Owned | Period at residence |  |
| District       |                                                                                                  | Village/County      |  |

## C. INCOME/EMPLOYMENT DETAILS \* Please attach a work ID

|                              |                                                                      |                            |                |
|------------------------------|----------------------------------------------------------------------|----------------------------|----------------|
| Current Employer's Name      |                                                                      |                            |                |
| Work Physical Address        |                                                                      |                            |                |
| Employment Terms             | <input type="checkbox"/> Permanent <input type="checkbox"/> Contract | Contract expiry date       | DD / MM / YYYY |
| Monthly gross salary         | UGX                                                                  | Regular monthly allowances | UGX            |
| Monthly net salary           | UGX                                                                  | Monthly additional income  | UGX            |
| Details of additional income |                                                                      |                            |                |

## D. OUTSTANDING OBLIGATIONS \*Please list your running loan obligations with any financial institution

| Bank/Institution Name | Operational Account Number | Outstanding balance |
|-----------------------|----------------------------|---------------------|
|                       |                            |                     |
|                       |                            |                     |

## E. OTHER ACCOUNT(S)

|                                      |                                                          |
|--------------------------------------|----------------------------------------------------------|
| Other accounts with Post Bank if any | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Account Names                        | Account No.                                              |
| Account Names                        | Account No.                                              |

## F. NEXT OF KIN

|                  |               |
|------------------|---------------|
| Names            | Relationship  |
| Physical Address | Telephone No. |
| Email            |               |

## GENERAL TERMS AND CONDITIONS

### 1. INTRODUCTION

- 1.1. These clauses set out the general terms and conditions upon which we, the Bank will provide credit facilities to you and references to 'we', 'us', or 'our' read to mean the Bank and its assigns whereas references to 'you' or 'your' or 'yourself' are references to the person or persons to whom credit facilities shall be extended or provided.
- 1.2. By signing these terms;
  - 1.2.1. You warrant that you have the power, capacity and all necessary authorization to enter into this agreement with the Bank and to comply with all obligations stipulated herein and all other Bank's terms and conditions.
  - 1.2.2. You guarantee the accuracy of the information submitted on this application and any support documentation. We shall not be held liable for any misrepresentation or any legal consequences arising from reliance on the information provided by yourself. You commit to notify us if you become aware that any information you have given has changed, is incorrect or could be misleading.
  - 1.2.3. You consent to the Bank contacting you or any entity or person listed therein at the address(es), email address(es) and phone number(s) you have provided to us, to get and verify information relevant to this facility and to consider the same as valid and binding communication.
- 1.3. In cases where collateral is sought additional terms specific to the application may be issued for your additional consent.

### 2. BANK CHARGES

- 2.1. We may apply charges upfront or pre-disbursement for any relevant services provided to you as per our prevailing tariff guide in accordance with the Consumer Protection Guidelines issued by the regulator.
- 2.2. We reserve the right to debit your account with interest charges, default penalties, insurance costs and other taxes and levies or amounts (over)due in respect of any credit facilities and all other monies whatsoever due and owing from yourself to the Bank in connection with any facility granted or related exposures as per our prevailing tariff.
- 2.3. We may change our pricing and lending rate in line with the prevailing market conditions and, therefore the current pricing and applied interest rate is subject to change at the sole discretion of the Bank. Appropriate notification shall be given in accordance with the Consumer Protection Guidelines.
- 2.4. Interest under the facility is computed daily and charged as per agreed repayment period or frequency.

### 3. COOLING OFF PERIOD

- 3.1. In line with our vetting process we may reduce or restructure your application and in such event that the amount we are able to extend to you is less than the amount requested, you agree that the Bank may proceed to disburse the approved amount after notice has been made to you per your contacts herein and no decline recorded.
- 3.2. As per our vetting criteria, we may also require you to stake security for your borrowing in such form as we find acceptable.
- 3.3. Once the loan (for amounts above UGX 3m) has been approved and offered, you reserve the right to revoke or cancel the offered facility in writing within 10 working days (Excluding any Saturday, Sunday or public holidays) provided you repay the full amount of the loan and any administrative costs therefrom. The costs shall not exceed 5% of the loan facility.
- 3.4. We may decline your application without giving any reason for doing so. In case the application is declined, there shall be no contractual relationship between you and the Bank

### 4. INDEMNITY

- 4.1. You hereby agree to indemnify the Bank against any loss or expense which the Bank incurs as a result of any default in payment of this facility or recovery action taken in realization of this facility.

### 5. INSURANCE

- 5.1. The borrower's life shall be insured up to the acceptable maximum amount borrowed from the Bank for the period of the loan. This insurance is effected through the Bank's credit life insurance scheme, covering risks of death i.e. due to sickness /illness/accident; total permanent disability, temporary disability and critical sickness leading to inability to engage in income generating activities.
- 5.2. The loan shall be insured with at least one of the bank's listed insurance companies AND all insurance premium costs shall be borne by the borrower.

### 6. REPAYMENT

- 6.1. The Loan facility shall be repayable on demand. For each repayment installment, payment shall first be applied towards interest accrued and then to the principal amount due.
- 6.2. You understand and agree that the facility shall be granted on the basis of the flow of your salary or income reflected on the pay slip/accounts or statements of revenue whereof you expressly hereby authorize your employer or benefactor to deal directly with us and any of our service providers particularly to withhold salary or other such employment benefits or payments due to you and remit them to us. Your consent may be read together with the memorandum of understanding between your Employer and the Bank and or letter of undertaking from the Employer.
- 6.3. You shall commit to prioritizing repayment of any overdue loan amounts to the Bank with any inflow you may receive unto your operational or any other account(s) within the Bank.

**7. DISCLOSURE OF PERSONAL DATA**

- 7.1. We shall treat your personal information as private and confidential (even when you cease to be a customer). We may however disclose your personal and financial data:
  - where such disclosure is required for performing obligations in the course of or in connection with the provision of our services or
  - to third party service providers, agents and other organizations engaged by the bank in compliance with our statutory or legal obligations.
- 7.2. In line with our regulatory requirements, we may provide all your credit information with any Credit Reference Bureau/Agencies who may make this information available to other organizations at any time during the operation of your account to help us, as financial service providers, make credit decisions and/or detect crime.
- 7.3. You reserve the right to lodge a complaint through the regulator, regarding or challenging any information disclosed to or by the Bureau.

**8. RIGHT OF SET OFF**

- 8.1. We may upon giving you reasonable notice, consolidate all or any of your accounts and liabilities or set-off, transfer any sums outstanding on one or more such accounts in or towards the satisfaction of any of the liabilities on any of your accounts whether such liabilities are actual or contingent, primary or collateral, several or joint, or such accounts are held by yourself singly or jointly with any other persons and notwithstanding that the credit balances on such accounts and the liabilities on any other accounts may not be expressed in the same currency whereof we shall have the right to effect any necessary conversions at our own prevailing exchange rate.

**9. REDEMPTION, SUSPENSION OR TERMINATION**

- 9.1. You may at any time exercise your right of pay off or redemption (for full, partial redemption) by making available as applicable the outstanding loan sums (principal, interest, costs, charges) instructing us in writing to effect such redemption at the applicable fee.
- 9.2. We may suspend or terminate your facility, service(s) or our relationship by giving you notice for whatsoever reason including but not limited to;
  - where continuing to operate your facility may subject the Bank to reputational risk or
  - where it constitutes breaches with regulatory requirements or
  - where there has been material breach in the servicing of the facility

**CONFIRMATION AND CONSENT:**

I, \_\_\_\_\_ the undersigned confirm that the information given is true and complete and agree that I have read and understood the above terms and conditions and hereby fully consent to be bound by them.

| Borrower's Name |      | Signature | Date           |
|-----------------|------|-----------|----------------|
|                 |      |           | DD / MM / YYYY |
| Bank Witness    | Name | Signature | Date           |
|                 |      |           | DD / MM / YYYY |

**FOR BANK USE ONLY**

|                              |                                                 |                            |                                        |
|------------------------------|-------------------------------------------------|----------------------------|----------------------------------------|
| Sales Person's Name          |                                                 | Sales Person's PF Code     |                                        |
| Industry/Sector              | <input type="checkbox"/> Personal and Household | Employer Code              |                                        |
| <b>Credit History at PBU</b> |                                                 | <b>Application Summary</b> |                                        |
|                              | Last borrowing                                  | Previous borrowing         | New borrowing                          |
| Product Offered              |                                                 | Product Type               | <input type="checkbox"/> PCL Unsecured |
| Disbursement date            |                                                 | Recommended Amount         |                                        |
| Amount granted               |                                                 | Recommended Tenor          |                                        |
| Repayment Period             |                                                 | Installment Amount         |                                        |
| Current Balance              |                                                 | Interest Rate (% p.a)      |                                        |

**DECISIONS AND SIGNATURES**

| Branch                         | Name                                                                                                     | Signature | Date                                                                                                     |
|--------------------------------|----------------------------------------------------------------------------------------------------------|-----------|----------------------------------------------------------------------------------------------------------|
| Personal Banker                |                                                                                                          |           |                                                                                                          |
| BBM                            |                                                                                                          |           |                                                                                                          |
| BM                             |                                                                                                          |           |                                                                                                          |
| Decision at Branch             | <input type="checkbox"/> Approved <input type="checkbox"/> Recommended <input type="checkbox"/> Declined |           |                                                                                                          |
| Branch Manager's Comments      |                                                                                                          |           |                                                                                                          |
| Head Office                    | Name                                                                                                     | Signature | Date                                                                                                     |
| QAD                            |                                                                                                          |           |                                                                                                          |
| Credit Analyst (CA)            |                                                                                                          |           |                                                                                                          |
| Senior Credit Analyst          |                                                                                                          |           |                                                                                                          |
|                                | Name                                                                                                     | Signature | Date                                                                                                     |
| Chief Credit Officer           |                                                                                                          |           |                                                                                                          |
| MCC Member                     |                                                                                                          |           |                                                                                                          |
| MCC Member                     |                                                                                                          |           |                                                                                                          |
| Credit Decision by             | <input type="checkbox"/> Management <input type="checkbox"/> Board (as appropriate)                      |           | <input type="checkbox"/> Approved <input type="checkbox"/> Recommended <input type="checkbox"/> Declined |
| Chief Credit Officer's Remarks |                                                                                                          |           |                                                                                                          |
| Disbursement                   | Names                                                                                                    | Signature | Date                                                                                                     |
| Disbursed by                   |                                                                                                          |           | DD / MM / YYYY                                                                                           |
| Authorizer                     |                                                                                                          |           | DD / MM / YYYY                                                                                           |