## Salary Loan Application Checklist – UPDF

Branch			Date of application					
Name of Applicant								
Account Number				Salesperson's PF Code				
Employment Status Permanent   Auxilliary (LDU)								
Category			Areas to confirm		Yes	No	Comments	
Application Form	Application correctly and appropriately completed by the customer							
	Terms & Conditions duly signed by the customer(s) and customer signature(s) witnessed by sales staff.							
	Passport photo (of true likeness) for the applicant obtained and attached on the front page of the application form.							
	☐ Sales code captured and application duly signed by BM & BBM							
	☐ Alterations countersigned by customer							
Identification and Employment Details								
	☐ Original work ID sighted and copy attached							
	☐ Affidavit attached for variation in customer Names & Date of Birth (Where					_		
	Applicable)							
	☐ Copy of the employee contract or appointment attached						N/A	
	Original letter of undertaking/comfort from employer attached							
	☐ Latest pay slip copy certified by the HR office or sales staff						N/A	
	Statement for latest 6 months of consistent salary payments.							
CRB	☐ CRB Report printed and attached							
Balance Transfers	☐ Loan account statements of 3 months for balance transfers							
	■ Early Settlement fee quotation indicated?							
	☐ Formal customer request to settle or consolidate loan obligations?							
Key Facts Document:	Duly signed respective KFD attached.							
	☐ Copy of the KFD given to the customer/applicant(s).							
Guarantors	2 guarantors obtained. Duly signed guarantor forms with photo							
	☐ Salary statements attached for latest 6 consistent months							
	☐ Copy of National ID attached and verified "original sighted".							
	☐ Ever guaranteed someone else at PBU?							
	**No client should guarantee more than two customers at PBU							
Verification	All documents on file stamped and signed off by the BBM/BM							
Collateral (Where required)	Type of security ☐ Vehicle ☐ Land ☐ House/Building ☐ Ot					:her		
	☐ Copy of Title/Lease/other security document attached							
	☐ Valuation report obtained							
			Staff Names	Signature		[	Date	
Branch Sales Person								
BM/BBM								
Comments (If any):						Comments by: Name:		
						Role/Position:		