

**Information checklist****Document checklist**

Please ensure that the following documentation is provided at time of application:

- |   |   |
|---|---|
| <input type="checkbox"/> Clear copy of valid means of identification (passport/drivers licence/national ID)                                   | <input type="checkbox"/> Immediate past 6 months salary account statements (for applicant's whose relationship with the bank is less than 6 months) |
| <input type="checkbox"/> Most recent pay slip (for immediate past 3 months)   | <input type="checkbox"/> Copy of employment contract (for contract applicants)  |
| <input type="checkbox"/> Proof of address (e.g. most recent utility bill)   | <input type="checkbox"/> Introduction letter from employer endorsed by duly authorized signatures.  |
| <input type="checkbox"/> Initialed terms and conditions   | <input type="checkbox"/> Properly executed salary domiciliation form  |
| <input type="checkbox"/> Full and properly completed and signed personal loan application form  | <input type="checkbox"/> Properly executed offer letter   |
| <input type="checkbox"/> Copy of letter of employment confirmation (for applicants who have spent less than 12 months with current employer). | <input type="checkbox"/> Properly completed and executed PLPP Coupon  |
| <input type="checkbox"/> Properly completed and executed PLPP Direct Debit Authorization Form   | <input type="checkbox"/> Properly completed and signed CRMS 100 Form of loan amounts $\geq$ N1m (to be provided by branch)                          |
| <input type="checkbox"/> Copy of eligibility calculated/amortization schedule (to be provided by the branch)                                  |   |

Please note any photocopy that is provided needs to be a certified copy.

Please use block letters and fill in the form as completely and accurately as possible, to aid our successful processing of the application.

Originator ID	Originator branch	Campaign code	Campaign amount
<b>Individual</b>	<input type="radio"/> First time borrower	<input type="radio"/> Repeat borrower	<b>Your role</b>
			<input type="radio"/> Primary applicant
			<input type="radio"/> Guarantor/surety

### Personal information

Title	First name	Surname
Middle name(s)	Other name(s)	
Date of birth (CCYY-MM-DD)	Gender	<input type="radio"/> Male <input type="radio"/> Female

### Personal identification

<input type="radio"/> National ID	<input type="radio"/> Passport	<input type="radio"/> Driver's licence	Identifying number	
Date issued (CCYY-MM-DD)		Expiry date (CCYY-MM-DD)		
Country of issue		Country of residence		
Nationality		Tax Identification Number (TIN)		

### Telephone (country code - area code - phone number, e.g. 234 1 270 9444 or 234 802 339 4176)

Telephone (Home)	Telephone (Work)
Mobile number 1	Mobile number 2
<input type="checkbox"/> Send statement via email	Email address

### Current residential address

Address		
LGA	City	State
Living at address since (CCYY-MM-DD)		
Residential status	<input type="checkbox"/> Rent	<input type="checkbox"/> Own
	<input type="checkbox"/> Living with parents	<input type="checkbox"/> Other please specify
Postal address		
LGA	City	State

### Marital status and dependants

<input type="radio"/> Single	<input type="radio"/> Married	<input type="radio"/> Divorced	<input type="radio"/> Widowed
How married	<input type="radio"/> Civil	<input type="radio"/> Religious	<input type="radio"/> Customary
Number of dependant	Spouse	Children	Other

### Spouse's details (if applicable)

Title	First name	Surname
Mobile number	Email address	

### Emergency contact detail (not living in the same address)

Contact 1	Title	First name	Surname	Relationship
	Telephone (Work)	Telephone (Home)		Mobile
	Residential address			
	Area	Town/City	State	
Contact 2	Title	First name	Surname	Relationship
	Telephone (Work)	Telephone (Home)		Mobile
	Residential address			
	Area	Town/City	State	

## Employment details

☐ Permanent
 ☐ Private practice
 ☐ Self-employed
 ☐ Contract
 ☐ Part-time
 ☐ Pensioner
 ☐ Student
 ☐ Unemployed

Employer	Employer's name		Scheme name	
	Industry/sector		Type (e.g. Private Company, Local Government)	
	Telephone (country code - area code - phone number, e.g. 234 1 270 9444 or 234 802 339 4176)			
	Primary		Other	
	Web address			
Address	Address			
	LGA		City	State
	Employee number	Employment date (CCYY-MM-DD)	Contract expiry, if contract (CCYY-MM-DD)	
	Occupation	Designation (e.g. manager, supervisor, owner)		
Employee	Highest level of education		Pay date (DD)	
	Gross monthly salary	Net monthly salary	Pay frequency (if not monthly)	

## Previous employer (if less than 24 months with current employer)

Employer name Period employed (YY-MM)

## Financial information

Rent/mortgage payment Vehicle finance payment  
 Other verifiable monthly income Other debt payments  
 Guaranteed periodic allowance Other monthly commitments

## Main banking account details

**Account type** ☐ Current ☐ Transactional ☐ Savings ☐ Other, please specify \_\_\_\_\_  
 Account number  **Salary account** ☐ Yes ☐ No  
 Account name \_\_\_\_\_  
 Bank or financial institution Branch Branch code  
 Date account opened (CCYY-MM-DD) Overdraft limit

## Existing unsecured loans and other credit facilities (term loans, credit cards, overdraft, student loan, etc.)

**Total outstanding balance**  **Total monthly repayment on existing loans**   
 Have you been declared insolvent in the last ten years? ☐ Yes ☐ No If yes, rehabilitation date (CCYY-MM-DD) (please attach proof)  
 Are you a guarantor/surety for anybody or anything else? ☐ Yes ☐ No If yes, please give details of guarantee

## Personal Loan Application Details (official use)

Loan amount applied for Amount in words (  
 Loan purpose \_\_\_\_\_  
**Loan type** ☐ Fixed term loan ☐ Revolving term loan ☐ Revolving line of credit  
☐ SES Non-guaranteed ☐ SES Guaranteed ☐ Other please specify \_\_\_\_\_  
**Repayment method** ☐ Salary deduction ☐ Direct debit ☐ Standing order ☐ Direct deposit  
**Interest rate** Base rate as at date of application = \_\_\_\_\_ % together with the margin of \_\_\_\_\_ % above/(below) this Base rate, applicable to the loan product as selected above.  
 Management fee \_\_\_\_\_ % Processing fee \_\_\_\_\_ % PLPP Premium (monthly) NGN \_\_\_\_\_ %  
**Term of loan** \_\_\_\_\_ Months Repayment amount \_\_\_\_\_ (As per attached repayment schedule) First repayment date (CCYY-MM-DD) \_\_\_\_\_

Customer to initial \_\_\_\_\_

## Personal Loan Application Details [(official use) (continuation)]

**Loan protection benefit** ☐ Yes ☐ No

Loan protection cover is included as part of the monthly repayments and covers the outstanding balance in the event of your death or permanent disability.

**Stanbic IBTC Bank PLC staff** ☐ Yes ☐ No

## Credit Card Application

Request for MasterCard Credit Card ☐ Yes ☐ No **Prefer** ☐ Dollar MasterCard ☐ Naira MasterCard ☐ Both

I the principal cardholder Confirm that I have read the Credit Card terms and conditions and agree to be bound by it. I hereby authorise **Stanbic IBTC Bank PLC** to debit my Current Account each month with (10%) of the minimum amount outstanding on the card.

Signature of  
principal cardholder

Date (CCYY-MM-DD)

To which Stanbic IBTC Bank branch do you wish the card to be sent?

Branch

## Official use

Credit Card limit (USD) Amount in words

Credit Card limit (NGN) Amount in words

## Debit authorisation

I, \_\_\_\_\_ hereby

authorise Stanbic IBTC Bank PLC to debit my account number \_\_\_\_\_

Stanbic IBTC Bank PLC \_\_\_\_\_ branch, with the repayment amount reflected in the attached repayment schedule on a monthly basis commencing on (CCYY-MM-DD) \_\_\_\_\_, until the debt is fully repaid.

## Customer declaration and acceptance

I confirm that the details provided above and in any attached documents are a true reflection of my personal, employment and other details. In addition to accepting this loan offer, I agree that the loan will be fully repayable if I move my account to another bank. I further confirm that the general terms and conditions have been explained to me, and I agree to be bound by them, and that I am able to afford the repayments arising from the loan obligation.

## Signatures

Customer

Date (CCYY-MM-DD)

Customer consultant  
on behalf of Stanbic IBTC Bank PLC

Date (CCYY-MM-DD)

## Credit Reference Bureau Consent clause

By submitting an application for credit facilities, you agree to be bound by the following requirements relating to the submission of information to the Credit Reference Bureau and the issue of a financial card whether or not the application for credit facilities is approved;

### Definitions

“**Credit Reference Bureau**” means all registered credit reference bureaus being utilized by the Bank from time-to-time;

“**Customer Credit Information**” means information concerning

- i your credit history, including applications for credit, credit agreements to which you are or have been a party, pattern of payment or default under any such credit agreements, incidence of enforcement actions with respect to any such credit agreement, the circumstances of termination of any such credit agreement;
- ii your financial history, including your past and current income, assets and liabilities and other matters with respect to your income and financial means;
- iii your education, employment, career, professional or business history, including the circumstances of termination of any employment, career, professional or business relationship; or
- iv your identity, including your name, date of birth, identity number, marital status and family relationships, past and current addresses and other contact details and related matters.

“**Data**” means the raw factual information furnished by us to the Credit Reference Bureau including, but not limited to, credit applications, credit agreements, payment history or patterns or Customer Credit Information collected and arranged by the Credit Reference Bureau and its employees and processed by the Credit Reference Bureau’s computer systems which are stored in the database.

### Consent to disclosure of confidential information

#### You hereby

- a irrevocably consent to us collecting, receiving, compiling and retaining any Customer Credit Information about you for purposes of:
  - i assisting us to perform our statutory assessment of your creditworthiness; and
  - ii deciding whether or not to grant you credit; and
  - iii monitoring your credit profile should we grant you credit; and
  - iv filing our Customer Credit Information with the Credit Reference Bureau.
- b consent to the receipt, sharing, provision and exchange of data with Credit Reference Bureau and with other licensed financial institutions and micro finance deposit taking institutions through the Credit Reference Bureau provided that you reserve the right to lodge a complaint with the Credit Reference Bureau or to challenge any Customer Credit Information held by the Credit Reference Bureau in your respect;
- c acknowledge that the Customer Credit Information obtained may include positive or negative information regarding your payment record;
- d acknowledge that the Credit Reference Bureau is required by law to collect negative information on the background and credit history relating to your nonperforming obligations;
- e consent to the collection, recording, retention and submission of all data relating to your economic, financial and commercial obligations in order to determine your overall debt exposure and ability to pay.

## 1 Authorised signatory

## 1 Witness

Signature

Signature

Name

Name

Designation (where applicable)

Designation (where applicable)

Date (CCYY-MM-DD)

Date (CCYY-MM-DD)

Customer to initial \_\_\_\_\_

#### Definitions

“**account**” means the loan account opened in our books in respect of this agreement;  
“**agreement**” means the personal loan application form, additional information form and the letter of offer read together with these terms and conditions and all payment instructions, letters, notices and appendices hereto;  
“**applicant**”, “**borrower**”, “**you**” or “**your**” means the person applying for the personal loan in the Personal Loan Application,  
“**bank**”, “**we**”, “**us**” or “**our**” means Stanbic IBTC Bank PLC its successors in title or assigns;  
“**base interest rate**” means our published annual variable interest rate;  
“**business days**” mean any days other than a Saturday, Sunday or a public holiday in the Federal Republic of Nigeria;  
“**current account**” means an active account into and from which deposits and withdrawals can be made by way of cheques, bills, repayment authorisations or any of our self-service channels  
“**loan**” means the amount we have agreed to lend you in terms of this agreement;  
“**margin**” means the number of percentage points interest charged by us above or below the base interest rate;  
“**minimum repayment**” means the amount due shown on your statement;  
“**payment date**” or “**due date**” means the due date for payment of all amounts due and payable as shown on your statement; and  
“**repayment**” means a payment made by you to us to pay off your loan.  
“**limit**”, “**agreed limit**”, “**credit limit**” or “**reduced credit limit**” means the amount of the loan that is available for use by you in terms of this agreement;

#### 1 Repayment

- 1.1 All payments by you, whether of the principal amount, interest, fees, costs, charges or otherwise, will be made in fully cleared funds, without set off or counterclaim, and free and clear of any deduction or withholding on account of tax or otherwise. In all instances the onus is on you to ensure that sufficient funds are available to meet the repayments as indicated on the date specified in the repayment schedule, annexed hereto.
- 1.2 If you fail to pay the minimum amount of any stipulated monthly installment by its due date in full or at all, we may cause such amount or the shortfall, as the case may be, to be transferred to your account from any other account you hold with us and any insufficient payment instruction then held by us will be deemed to have been amended accordingly.
- 1.3 You authorise us to debit any other account you hold with us on any date we deem necessary to collect any repayments due.
- 1.4 Payments of the loan over and above the monthly installments may be made by you at any time without notice.
- 1.5 If you make an early reduction of the loan, unless the repayment installments as stipulated in the repayment schedule are rescheduled by written agreement between you and us, this early reduction will not affect your obligations to continue paying installments as stipulated in the repayment schedule until the loan, including all interest thereon, has been repaid in full.
- 1.6 You may wish to repay the outstanding balance of the loan, including accrued interest, in full before the loan’s maturity date. Should you repay the loan within 60 (sixty) days from the date of disbursement, an early settlement fee of 1% (one per cent) will be charged on the total loan amount.
- 1.7 In the event of full repayment of the loan in terms of 1.6 above or early reductions in terms of 1.4 above, you will be liable to pay any costs and/or losses incurred by us in connection with such repayment or such reduction.
- 1.8 Notwithstanding that we may allow you to reduce the outstanding balance on your Revolving Term Loan in monthly installments as set out in the repayment schedule as may be amended from time to time, the monthly installment payable by you does not imply that the said loan will be repaid in full over its initial term, as a result of redraws and/or subsequent deposits made into the loan account and/or fluctuations in the interest rate applicable from time to time.
- 1.9 All payments made under this loan will be credited by us on date of receipt as follows:
  - 1.10 firstly, to satisfy any due or unpaid interest charges;
  - 1.10.1 secondly, to satisfy any due or unpaid fees or charges; and
  - 1.10.2 thirdly, to reduce the amount of the principal debt.
  - 1.10.3 You will not be able to draw against certain deposits (for example bills, cheques and debit orders) to your account until they have been duly and legally paid, even if your account has already been credited. Such funds are subject to a 7 (seven) business day clearing period.

#### 2 Interest

- 2.1 Interest payable on the loan will:
  - 2.1.1 be calculated on the basis of a 365-day year, irrespective of whether or not the year in question is a leap year;
  - 2.1.2 accrue from day to day; and
  - 2.1.3 be calculated on the daily balance owing under the loan facility, notwithstanding that such balance may have increased by being debited with interest thereon; be debited to your loan account monthly in arrears.
- 2.2 Rates of interest quoted or determined initially or subsequently altered by us apply to the use of loans within the limit(s) agreed to by us in writing. Any indebtedness to us in excess of the limit(s) agreed by us in writing may be subject to interest at such higher rate(s) as we may determine at our discretion at the time when such indebtedness is incurred and/or at any time thereafter. Advising this rate does not constitute an agreement by us to allow borrowing in excess of the approved loan limits.
- 2.3 If any sum payable by you under any of these loans is not paid when due, such sum will attract interest at a default rate to be determined by us from time to time, as we may deem fit, from the date on which such sum fell due to the date on which it is actually paid.
- 2.4 The interest charged under this loan is linked to our base interest rate by a margin related to the base interest rate, which margin is determined by us.
- 2.5 We may, from time to time, vary the interest rate applicable to your loan if our base lending rate fluctuates during the agreed term of the loan. If we elect to do so, written advice of the amendment and its effective date will be sent to you within a reasonable time after that date. However, any delay or omission in providing the advice will not invalidate such amendment.
- 2.6 The rate of interest payable as of the date that the loan is made available to you is set out in the repayment schedule as may be amended from time to time and to which these terms and conditions are attached.
- 2.7 We reserve the right to vary the rate of interest payable on revolving/redraw of the Revolving Term Loan in line with market conditions or if in our opinion the conduct on your account increases our risk regarding the debt, provided that this amended rate does not exceed the legal maximum permissible rate, where applicable. If we elect to do so, written advice of the amendment and its effective date will be sent to you within a reasonable time after that date.

#### 3 Changes in the law

We may immediately amend the pricing structure of the loan if there is any change in law, statute, regulation, ruling, directive, policy or any similar event with which we are obliged to comply resulting in an increase in cost to us. We will notify you through various methods, this include but not limited to, the media, notices on

ATM’s and inside our branches, and any other means that we may deem necessary from time to time.

#### 4 Certificate of amount owing

A certificate signed by any of our managers or officers, whose appointment and authority to sign need not be proved, as to the amount of the indebtedness at any time and that such indebtedness (including any interest and the rate, and the period for which interest is accruable) is due, by you in respect of the loan or any other amount will be proof of the facts stated therein.

#### 5 Income

You undertake to maintain a current account with us into which your monthly salary will be deposited. You irrevocably authorise us to debit the account with the monthly instalments referred to in the repayment schedule as may be amended from time to time and in the loan agreement together with any monthly bank fees and charges incidental thereto. Such instructions will remain standing for the term of the loan and until we authorise cancellation. During the term of this loan, you undertake that you will not issue any contra payment instructions without our prior written consent.

#### 6 Revolving capability of the Revolving Term Loan

- 6.1 You have requested and we have agreed that you may consider revolving any amount under your Revolving Term Loan subject to:
  - 6.1.1 a period of 6 (six) months from the date of the most recent loan being granted and drawn and 25% of the original loan amount has been paid;
  - 6.1.2 confirmation by us that you have conducted all accounts with us in an entirely satisfactory manner;
  - 6.1.3 our being entitled to carry out satisfactory credit appraisals on receipt of your request to revolve; and
  - 6.1.4 the terms and conditions of the said approvals will be subject to the terms and conditions applicable to personal loans and will also be embodied in a formal redraw agreement to be executed by you and us.
- 6.2 You are required to only revolve in multiples of 1 000 (one thousand) from your loan account to your transaction account, provided that the agreed limit is not exceeded.
- 6.3 If you fail to comply with the terms and conditions, we reserve the right to withdraw the above transaction and revolving capability. If we elect to do so, we will advise you in writing.

#### 7 Fixed Term Loan

- 7.1 During the term of your Fixed Term Loan, no increase in the amount of the loan or further loans will be allowed nor will you be able to apply for a secondary loan, until this loan has been repaid in full.
- 7.2 Your repayment amount will be adjusted to recognise any interest rate changes, fees, costs and other allowed charges to ensure that the loan is repaid within the agreed term.

#### 8 Suspension and termination

- 8.1 The limit of the loan may be suspended and/or terminated by us, at our sole discretion, on written notice to you, in which event the loan will be cancelled and become due and payable:
  - 8.1.1 immediately, if stated in the notice; or
  - 8.1.2 on the date stated in the notice.
- 8.2 All or part of your credit limit or reduced credit limit (if applicable) may be withdrawn by us on written notice to you, whether you are in default or not, in which event all amounts in excess of the reduced limits will immediately become due and payable.

#### 9 Default

- 9.1 We will not be obliged to make any transfer or revolve any amount under the loan and may convert your loan to one repayable on demand and/or we may revise any of the terms and conditions and/or increase the interest rate charged if any of the following events occur:
  - 9.1.1 you breach any of the terms and conditions of your loan or any other agreement between you and us and fail to remedy the breach within 7 (seven) days of written notice having been given to you to do so; or
  - 9.1.2 you fail to pay any instalment due in terms of this agreement; or
  - 9.1.3 we are of the opinion that there has been a material deterioration in your financial position or the conduct of your transactional account; or
  - 9.1.4 any representation or warranty made in connection with your loan or any documents supplied by you is, in our opinion, incorrect, incomplete or misleading; or
  - 9.1.5 proceedings are initiated to declare you and/or any guarantor bankrupt or a provisional or final order is passed declaring you and/or any guarantor bankrupt; or
  - 9.1.6 any compromise or arrangement between the you and your creditors is sanctioned or otherwise becomes effective; or
  - 9.1.7 a writ of execution issued by any competent court attaching any of the your and/or any guarantor’s assets and is not discharged or stayed within 30 (thirty) days of service by the relevant officer of the court of such writ, notice or other order; or
  - 9.1.8 if at any time, the amount outstanding on your loan exceeds its maximum aggregate limit; or any guarantor, in respect of your indebtedness to us, commits any breach of their obligations to us, whether as guarantor or otherwise; or
  - 9.1.9 if any guarantor in respect of your indebtedness to us delivers a valid and effective notice of termination of liability under such surety or guarantee; or
  - 9.1.10 if any security for any of your indebtedness to us becomes enforceable or subject to seizure by a court or a government body or an authority, whether such security is enforced or not; or
  - 9.1.11 full repayment of your loan and non-use of the facility for more than 3 (three) months; or
  - 9.1.12 you generally do or omit to do anything which may affect our rights in terms of the loan or cause us to suffer any loss or damage; or
  - 9.1.13 you fail to provide any additional security when so requested and/or called on by us.
- 9.2 If a default occurs then, the full amount of your loan and any other facilities accorded to you by us, then outstanding, and all charges accrued thereon, together with additional interest as defined under this loan and these attached general terms and conditions will immediately become due and payable.
- 9.3 In addition, we will have the right to exercise all other remedies available to us in terms of Nigerian law.

#### 10 Set-off and realisation

- 10.1 In the event of default, we may at any time without further notice to you, and notwithstanding any settlement of amounts or other matter whatsoever, consolidate or combine all or any of your existing accounts with us, including those held in our name or yours alone, or jointly with others wherever situate (whether current, deposit, loan or any other accounts of any nature whatsoever whether subject to notice or not) and set off or transfer any sum standing to the credit of any one or more accounts in or toward satisfaction of any obligations or indebtedness to us,



	whether those liabilities be present, future, actual, contingent, security, joint or several. You waive any rights of set off that you may have, so far as is permitted by law.		information we hold about you to bring to your attention to products and services which may be of interest to you.
10.2	Any security provided may be, if realised, used to pay any indebtedness by you to us, at our sole discretion notwithstanding that such indebtedness may be expressed in a currency other than the currency received by us in realisation thereof.	16.4	You further agree that we may disclose your personal data and/or information, including data and information relating to this loan and any documents referred to herein, or your assets, business or affairs outside our group whether such personal data and/or information is obtained after you cease being a customer or during the continuance of the bank-customer relationship or before such relationship was in contemplation:
<b>11 Costs</b>		16.4.1	for fraud prevention purposes;
11.1	You irrevocably authorise us to debit your current/transactional account and recover (whether or not the loan is drawn) all legal fees, charges and other out-of-pocket expenses (including stamp duty and value added tax) incurred by us in connection with the creation or any revaluations of security (if any) or the enforcement or preservation by us of our rights under this agreement or under any amendments hereto.	16.4.2	to licensed credit reference agencies or any other creditor, if you are in breach of this agreement or any documents referred to herein;
11.2	You will pay all the fees, costs and charges referred to in this agreement and all fees, costs, charges, taxes and duties we may incur or pay in connection with the preparation, conclusion or enforcement of the loan, including:	16.4.3	to our external lawyers, auditors and other sub-contractors or persons acting as our agents;
11.2.1	legal costs, charges, collection commission and other fees or disbursements incidental thereto or incurred in recovering or endeavouring to recover all or any amounts owing us, together with value added tax, where applicable;	16.4.4	to any person who may assume our rights under this loan;
11.2.2	any increase in fees, costs and charges as determined and published from time to time;	16.4.5	if we have a right or duty to disclose or are permitted or compelled to do so by law; and
11.2.3	all other fees and charges will be payable in accordance with our standard tariffs from time to time. The applicable rate can be provided to you on request;	16.4.6	for the purpose of exercising any power, remedy, right, authority or discretion relevant to this agreement or any other document.
11.2.4	an upfront processing fee for both Fixed Term and Revolving Term loans is chargeable and will be debited to your current account.	16.5	You acknowledge and agree that, notwithstanding the terms of any other agreement between you and us, a disclosure of information by us in the circumstances contemplated by this clause does not violate any duty to you, either in common law or pursuant to any agreement between you and us, or in the ordinary course of banking business and the customs, usage and practice related thereto. Disclosure as aforesaid may be made without reference to or further authority from you and without inquiry by us as to the justification for or validity of such disclosure.
11.2.5	an upfront management fee for both Fixed Term and Revolving Term loans is chargeable and will be debited to your current account.	<b>17 Securities</b>	
11.2.6	a revolving fee is chargeable for the Revolving Term Loan with regard to the percentage of the loan you may request to revolve from time to time and will be debited monthly to your current account. The applicable fee can be provided to you on request.	17.1	The provision of and the aggregate of all amounts deemed by us to be outstanding under the loan will be on an unsecured basis. However, we reserve the right to review it from time to time and thereafter call for security should it be considered necessary.
<b>12 Variation</b>		17.2	In addition and without prejudice to any security already held by us, we require the security to cover the loan and all the other banking facilities granted to you, whether direct or contingent and howsoever arising.
	We may, at our discretion, vary any of the terms and conditions from time to time on written notice to you. No such variation and no agreement inconsistent therewith will be of any force or effect unless it is recorded in writing and signed by both you and us.	17.3	We may, from time to time, require any asset over which we hold a security to be valued, at your expense, by a valuer approved by us. We reserve the right to instruct a valuer of our choice and to debit your account or accounts held with us with any expenses incurred.
<b>13 Force majeure (events beyond our control)</b>		<b>18 Address and Notices</b>	
	We will not be liable for any failure to perform our obligations herein caused by reasons beyond our control or resulting directly or indirectly from the action or inaction of the government, any government authority, riot, strike, boycott, blockade, act of God, revolution, civil strike, change in legislation or extreme change in market conditions.	18.1	The parties choose the addresses set out in the application as the street addresses at which you or us, as the case may be, will accept delivery of legal notices (the notice address). Should either party wish to change its notice address, the other party must be notified in writing, and this notice must be hand delivered or sent by registered post.
<b>14 Assignment</b>		18.2	All other notices or communications required or permitted to be given in respect of the provisions of this loan will be valid only if in writing and sent to either party's notice or postal address provided in the application or any changed address advised in terms of this clause, provided that any documents to be delivered in respect of legal proceedings in connection with this loan may only be served at the parties' notice address.
14.1	You will not be entitled to assign all or any part of your rights, obligations or benefits hereunder without our prior written consent, which will not be unreasonably withheld.	18.3	Any notice: i) sent by prepaid registered post will be deemed to have been received on the 5th (fifth) business day after posting; or ii) sent by ordinary mail will be deemed to have been received on the 7th (seventh) business day after posting; or iii) delivered by hand will be deemed to have been received on the day of delivery;
14.2	We will be entitled, without your consent or notice to you, to cede and/or delegate all or any part of our rights and/or obligations under the loan and/or the security, either absolutely or as collateral security to any person (even though that cession and/or delegation may result in a splitting of claims against you). Even if your loan facility and/or security is sold or ceded, you acknowledge that the servicing and/or administration of such loan facility and/or security may:	<b>19 Statements</b>	
14.2.1	still be performed by us on behalf of the purchaser/cessionary or cedent; or	19.1	We will provide you with a statement of account periodically and in the frequency and medium selected by you.
14.2.2	be contractually managed by a third party on behalf of the purchaser/cessionary or cedent; or	19.2	The statement will show your outstanding balance and, where applicable, the minimum repayment owing to us and the date by which it is to be made.
14.2.3	be performed by the purchaser/cessionary or cedent itself. These services and administrations can include the giving of notices, realisation of any security and the recovery of amounts due under the loan agreement.	19.3	We may adjust debits and credit your account and account balances to reflect both your and our legal obligations correctly.
14.3	Even if the loan facility (or any part thereof) is sold, ceded and/or delegated to any person (the transferee), you acknowledge that we may elect not to cede or sell our rights under the security and/or any other security (relevant security) to the transferee such that, notwithstanding the sale, cession and/or delegation of the loan facility (or any part thereof) to the transferee, the relevant security will as between us (or our successors in title or assigns under the relevant security) and you, continue to cover your indebtedness to us (or our successors in title or assigns under the relevant collateral) on the terms set out in the relevant security documents.	<b>20 General</b>	
<b>15 General undertakings</b>		20.1	No indulgence granted by us will be considered to be a waiver of our rights.
15.1	While the loans remain available, you undertake to ensure that:	20.2	In these terms and conditions, unless inconsistent with the content, words signifying the singular include the plural and vice versa.
15.1.1	your obligations in respect of the loans will at all times rank at least equal with all your other present and future unsecured obligations;	20.3	Each provision of these terms and conditions is severable, the one from the other. If at any time any provision is or becomes or is found to be illegal, invalid, defective or unenforceable for any reason by any competent court, the remaining provisions will be of and will continue to be of full force and effect.
15.1.2	you will, immediately on becoming aware of it, notify us of any material litigation, arbitration or administrative proceedings pending or, to the best of your knowledge, information threatened against you which may adversely affect your ability to honour any of the terms and conditions in this agreement.	20.4	The agreement created on acceptance of the loan by you will constitute the whole agreement between you and us relating to the subject matter of the loan. No addition to, variation, amendment or consensual cancellation of any of the terms contained in the loan will be of any force or effect unless it is recorded in writing and is signed on our behalf by one of our authorised officials and accepted by you. Unless specifically stated and agreed, any amendment to the terms and conditions of this loan will not create a new loan.
<b>16 Information</b>		20.5	No indulgence shown or extension of time given by us will operate as an estoppel against us or waiver of any of our rights unless recorded in writing and signed by us. We will not be bound by any express or implied term, representation, warranty, promise or the like not recorded herein, whether it induced the conclusion of any agreement and/or whether it was negligent or not.
16.1	We may verify the information on the application and may make whatever enquiries we consider necessary.	20.6	This loan will be governed and construed in accordance with Nigerian law and the courts of Nigeria will have jurisdiction to settle any disputes which may arise in connection with it without prejudice to our exclusive right to institute proceedings against you in respect thereof in any other jurisdiction.
16.2	We and our associated companies may furnish any credit reference agency with any information regarding your accounts and loans, provided that such disclosure falls within Nigerian laws.	20.7	If the due date for any repayment or the charging of interest, cost, fees or charges does not fall on a business day, the item will be processed on the first business day thereafter.
16.3	You agree that we may:		
16.3.1	hold and process, by computer or otherwise, any information obtained about you as a consequence of the loan contemplated in this application;		
16.3.2	include personal data in our systems which may be accessed by other companies in our group for credit assessment, statistical analysis, including behaviour and scoring, and to identify products and services (including those supplied by third parties) which may be relevant to you; and		
16.3.3	permit other companies within our group to use personal data and any other		

Applicant's name

Signature

Date (CCYY-MM-DD)

**Branch details (customer consultants)**

Customer segment

Relationship Officer

Branch name

Staff member's number

Scheme application

☐

Yes

☐

No

Scheme name

Signature

Date (CCYY-MM-DD)

**Office use only (Verification Unit)****Verification checklist**

Proof of identity

☐

Yes

☐

No

Reason

Proof of income

☐

Yes

☐

No

Reason

Proof of address

☐

Yes

☐

No

Reason

Other credit agreements/facilities

☐

Yes

☐

No

Reason

Existing account(s) conducted satisfactorily

☐

Yes

☐

No

Reason

Six months' bank account statements (for new customer)

☐

Yes

☐

No

Reason

Proof of employment

☐

Yes

☐

No

Reason

Terms and conditions initialled by customer

☐

Yes

☐

No

Reason

Other loan account status

☐

Yes

☐

No

Reason

Salary domicile

☐

Yes

☐

No

Reason

**Verification unit consultant**

Staff name

Staff number

Signature

Date (CCYY-MM-DD)

**Office use only (Head Office Credit)****Credit**

Decision

☐

Accept

☐

Decline

☐

Refer

Comments

Loan originator name

**Final offer, if different from request**

Loan amount

Loan term

Interest rate

Conditions

Staff name

Staff number

Signature

Date (CCYY-MM-DD)

**Credit bureau details**

Bureau name

☐

Match found

☐

No match found

☐

Not available

Bureau score

Worst months past due

Worst status

Total number of enquires in 12 months

Total number of judgements or handovers in 24 months

Value of judgements or handovers

Number of other payment profiles

Balance of other payment profiles

Total instalment on other payment profiles

Customer to initial