# FACILITATING CONTROLLER LOANS

PRESENTATION BY:

PERSONAL LENDING - CONTROLLER TEAM





- ❖ It simply means granting loans to government employees whose salaries are processed by the Controller and Accountant General Department(CAGD).
- The customer must **not** necessarily have a salary account with CBG.
- ❖ The customer may be with a government institution but does not receive salary through Controller & Accountant General Department.

For example, a Medical Officer who is paid by Korle- Bu Teaching Hospital through the Hospital's internally generated funds(IGF). Such a customer will not qualify for a controller loan unless CBG has a scheme arrangement with the institution.





Key institutions under Controller & Accountant General Department;

- Ghana Health Service [High affordability]
- Ghana Education Service [High staff strength]
- All Technical Universities
- University of Professional Studies, Legon.
- Ghana Immigration Service
- Ghana National Fire Service
- Ghana Prison Service
- Ghana Broadcasting Corporation
- Municipal & District Assemblies offices

### All Government Ministries, Agencies & Parastatals -

Examples; Ministry of Health, Education, Roads & Highways, Registrar General Department, Ghana Standard Authority, University of Ghana Medical Centre, Audit Service, Centre for Science and Industrial Research, Ministry of Agric, Ministry of Foreign Affairs, Lands Commissions etc





### LOAN REQUIREMENT



CBG Personal Loan Form One (1)
Passport
size
picture

Ghana Card I.D Mandate Pin Most current 3 months Pay slips

Mandate Form/ Number

### ADD ON:

- EARLY SETTLEMENT QUOTATION Applicable to Pay-Off
- **PROFORMA INVOICE** from approved CBG Vendor Applicable to DreamLife



### **CUSTOMER ELIGIBILITY**

- \*\* PERMANENT SALARY WORKERS PAID BY THE CONTROLLER & ACCOUNTANT GENERAL DEPARTMENT, IN EMPLOYMENT FOR A MINIMUM OF 6 MONTHS AND FULLY COMPLETED PROBATION IN CURRENT JOB AND CONFIRMED.
- SALARY EMPLOYEES EARNING A MINIMUM NET MONTHLY SALARY OF GHS800.
- 49 18 YEARS OLD AND NOT MORE THAN 59 YEARS AT MATURITY



## FEATURES OF CONTROLLER LOANS

- BORROWERS ARE NOT ACCOUNT HOLDERS OF CBG.
- LIMITED TO ONLY EMPLOYERS ON THE BANK'S APPROVED LIST.
- REPAYMENT DEDUCTIONS ARE DONE AT SOURCE BY THE CAGD AND THE BULK SUM REMITTED

  TO THE BANK EVERY MONTH, TOGETHER WITH A SCHEDULE, TO REPAY THE LOANS.
- MAXIMUM DEBT SERVICE RATIO OF 50%(AFFORDABILITY IN GHANA CEDIS)
- **♦** MINIMUM LOAN AMOUNT OF GH¢1,000.00 AND MAXIMUM GHS250,000.00
- **MAXIMUM TENOR OF 72 MONTHS**
- **♦** INTEREST RATE (FIXED) BENCHMARKED TO G.R.R PLUS 5%-10% AT TIME OF APPROVAL
- REPAYMENT METHODOLOGY: AMORTIZATION



## **COMPLETION OF FORMS**

### **CBG Loan Pack**

CREDIT 10 3342
MA-BRANCH XDAM MUZAFAR 0352904832

CONSCIONS CONSCIONS	BG PERSO	NAL LOAN APPLICATION FORM
		return to the Account Officer in your local branch.
PERSONAL	DETAILS	SURALI ETI BI
Sex Number of de	Marital Status	Separated Divorced Widowed Date of birth Day Month Yes
Residential Ac (Not P.O Box o	Idress VI	BUELLYIRI - KA
Ghana Post G	PS XW-0005-	2570
Type of reside	nce: Owned Rented	Other, Please specify TAMLY OWNED
Time at curren	t address Years & months	Time at previous address
P.O. Box addre	> D BOX 4	6 1) ff E-mail address
Home phone	02438336	Mobile phone 0200546236
Fax		Work phone
Type of ID (Passport, Nation	nal ID, Driver's license, Voter ID)	ID Number 603400890
Tax ID Number	P00125656	
Name of spouse	BRUAT HUZEMAT	A Spouse's place of employment
Spouse's lengt Employment	not gyrs	Annual income of spouse 2/600
BANKING E	ETAILS	
	niciled count currently at another ban	Date account was opened was opened
	unt relationship (In months)	SI. A
Accounts I, Co owned II, Cu		Deposit Account Number  Deposit Account Number
		1





## Form completion

ı	EMPLOYMENT DETAILS
i	Jnr. Staff Snr. Staff Mat. Exec
	Job title Employment classification Permanent Confract
	Employment status Name of current employer GHARA EDUC SERVICE
	Occupation TEACHTING Industry MIN OF ENVOYING
	Business address Office phone
	Date of employment 14/03/2004 Age of business in years(if self employed)
	Number of years to retirement Expected terminal benefits
	Net monthly salary 36485 Day of month salary is paid 81H
	Name of previous employer
	(If less than 3 years in current employment)
	Number of employers in the last 5 years Number of years of total work experience
١	EXISTING LOAN
ľ	
	Amount taken Loan Balance Date taken
	Loan tenor Expiry date
1	
ľ	REFEREE (NOT FOR SCHEME APPLICATIONS)
-	Title Surname First name Middle name
	Relationship/ XCF OHAR / O E YOR C
	No. of Years NEPTTE / 25 Y/S
	Residential Address DEEU RES AREA 83
	(NOTE OF SOCIETY)
	Ghana Post GPS XW-6008-8877 P.O. Box Address P.O. Box Address
	E-mail Address Contact Number 1 024/66659
	Contact Number 2 Type of ID VO TER
	(Passport, National ID, Driver's license, Voter ID)
	ID Number 6234005634 Tax ID
	Occupation STUDENT
	Employer
	With the state of
	Work Address

Amou	nt required 22	,000-00	Tenor	60 munit	
	(1	OR DREAM	LIFE ONLY)		
NO.	VENDOR	ITEM		ITEM CODE	PRICE
				TOTAL	
	Contribution		7		
Applic			Date:	The same of the sa	enquiries you consider
Applicate organia Thank	cant's signature:			The same of the sa	
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### Form completion

Offer Letter (Bank Copy)	Offer Letter (Customer Copy)
Date	Date
Customer's Name	Customer's Name
Customer's Address	Customer's Address
Dear Sir/ Madam	Dear Sir/ Madam
Loan Facility We refer to your application for a facility and are pleased to advise that it has been approved under the following terms and Condition.	Loan Facility We refer to your application for a facility and are pleased to advise that it has been approved under the following terms and Condition.
1. Facility	1. Facility
2. Purpose [	2. Purpose
3. Tenor Months	3. Tenor Months
4. Expiry	4. Expiry
Loan Amount GHS      Processing Facility Fee GHS	5. Loan Amount - GHS  6. Processing Facility Fee GHS
6. Processing Facility Fee GHS	7. Credit Life Cover GHS
8. Monthly Repayment GHS	8. Monthly Repayment GHS
9. Interest Rate a. Consolidate Bark Ghana Interest rate currently% per annum b. Interest rate would be fixed for the duration of the facility c. In the event of a default, the rate of interest agreed herein shall be applied before date of judgement until final payment. 10. Securly a to channel applicant's salary and any terminal benefit through Consolidated Bank Ghana; or b. Scheme: Agreement between Consolidated Bank Ghana and employer for monthly installment to be done at source and remitted to Consolidated Bank Ghana Please confirm your acceptance of the facility by Signing and returning to us the attached copy of the letter. It would be appreciated if it reaches us by	9. Interest Rate a. Consolidated Bank Ghana Interest rate currently% per annum b. Interest rate would be fixed for the duration of the facility c. In the event of a default, the rate of interest agreed herein shall be applied before date of updepender until final payment.  10. Letter of Undertaking from employer to channel applicant's salary and any terminal benefit through Consolidated Bank Ghana; or b. Scheme: Agreement between Consolidated Bank Ghana and employer for mothly installment to be done at source and remitted to Consolidated Bank Ghana Please confirm your acceptance of the facility by Signing and returning to use of the letter through Consolidated Bank Ghana of the letter through Consolidated Bank Ghana (Please confirm your acceptance of the facility by Signing and returning to use of the letter through the pre-claited if it reaches us by,(DDMM/YY) after which date this offer explress. Yours Faithfully,
(Retail Banking Official)	(Retail Banking Official)
ACCEPTANCE I have read or have had it read to me the above offer letter as well as the terms and conditions and lunderstand and expressly agree to all of them.  Name LMONTPAAK BILD STOLLA Signature Language Date L	ACCEPTANCE  I have read or have had it read to me the above offer letter as well as the terms and conditions and I understand and expressly agree to all of them.  Name LBILDUKI KOLAN  Signature Laving Date  Witness L
5	× 5

the, Bank and have the you of our willingness		Customer Facility Letter (Copy) Date//(DD/MM/YY) We refer to your request for a facility(ies) from the. Bank and have the pleasure in advisting you of our willingness, in principle, to extend the facility(ies) subject to the under listed terms and conditions.					
TERMS	AMOUNT	TERMS	, AMOUNT				
Facility Details	Low	1. Facility Details L	loau				
a) Overdraft	92,000	a) Overdraft	22,000				
o) Loan	52%	b) Loan	22-6				
2. Interest Rate	- Sto	2. Interest Rate	23/7				
3. Finance Charge	5/4	3. Finance Charge L	51_				
4. Total Cost		4. Total Cost L					
5. Term	60 months	5. Term L	60 months				
6. Amount of Monthly Installment		6. Amount of Monthly L					
7. Repayment of the	facility/ips) shall be	7. Repayment of the facili	th/(ine) shall he				
Ghana Cedis (GHS)	and shall commence from the	Ghana Cedis (GHS) and month of disbursement ar	shall commence from the				
The facility/ice) will	also be subject to the Bank's	f 9 The facility/ice) will also	a be subject to the Rept's				
	ges as published from time to		The facility(les) will also be subject to the Bank's administrative charges as published from time to time by the Bank's.				
	% will be charged on your account alar, Irregular in this context means		If be charged on your account Irregular in this context means				
	in excess of the approved limit or		excess of the approved limit or				
is more than 30day		is more than 30days pa					
O. Amu defeuit in very		10 Amu defeath is assured					
bank's penalty cha	r loan repayment, will attract the arge of % in addition to	bank's penalty charge	n repayment, will attract the of % in addition to				
the annual interest		the annual interest					
11. The event of defa	ult, the rate of interest agreed	11. The event of default, t	the rate of interest agreed				
	pplied before as well as after date	herein shall be applied before as well as after date					
of judgment until	final payment.	of judgment until final	I payment.				
	t Conditions of the loan shall be		inditions of the loan shall be				
but not limited to t	of the loan shall be conditional on	i) Disbursement of the loan shall be conditional on but not limited to the following;					
	e terms and conditions in the		ms and conditions in the				
	priate fees upfront.	Payment of appropriate fees upfront.					
	ment Lending Disclosure Statement		Lending Disclosure Statement				
	ract nor a commitment to lend he specified period stated below,	is neither a contract nor a commitment to lend and is vaild for the specified period stated below,					
unless extended		unless extended by l					
	the above terms and conditions,		above terms and conditions,				
	signing and returning the	please confirm by sign					
	this letter to the undersigned by		letter to the undersigned by IYY) in order that the Bank				
	MM/YY) in order that the Bank draft relevant Agreement.	may proceed to draft					
Your Faithfully		Your Faithfully					
	California	? : (?	The state of the s				
. Branch Manage		Branch Manag	ger				
Contractor							
letter/statement ar	reipt of the original of this and confirm my agreement to the		eceipt of the original of this and confirm my agreement to the				
terms and condition	on contained therein.	terms and condi	tion contained therein.				
Name of Prospect	ve-Borrower.	Name of Prospe	ctive Borrower				
HKOLU G	KACE DZIFA	PROCU	GRAGE DOITE				
Signature of prosp	ective Borrowing	Signature of pro	spective Borrowing				
Local		! Vacate					



# **THANK YOU**





