



**BANK M (TANZANIA) LIMITED  
STAFF LOAN APPLICATION FORM**

<b>1</b>	<b>Name of the employee:</b>	
	<b>Bank Account No.</b>	
	<b>Branch/Department:</b>	

<b>2</b>	<b>Designation:</b>	
	<b>Date of Birth</b>	
	<b>Date of Joining</b>	
	<b>Date of Confirmation</b>	
	<b>Terms of Service:</b> <b>Permanent/Contract/Temporary</b>	

<b>3</b>	<b>Current Gross Salary per Month</b>	
	<b>Net Salary (Attach latest payslip)</b>	

<b>4</b>	<b>Credit Facilities and/or Emergency Loans Held with the Bank (i.e. BANK M)</b>	
	<b>a) Amount of Outstanding Loan</b> Personal Loan TZS _____ Emergency Loan TZS _____ Rent advance TZS _____	<b>b) Type of Loan (Please tick where applicable)</b> <input type="checkbox"/> Personal Loan <input type="checkbox"/> Emergency Loan <input type="checkbox"/> Rent advance
	<b>c) Maturity date of the Loan</b>	Personal _____ Emergency _____
	<b>d) Monthly deductions/repayments.</b>	

<b>5</b>	<b>Credit Facilities Held with other Banks/Other External Loans</b>	
	<b>a) Name of the Bank</b>	
	<b>b) Amount of Outstanding Loan</b>	
	<b>c) Maturity date of the Loan</b>	
	<b>d) Monthly deductions/repayments.</b>	

  

<b>6</b>	<b>Application for Personal Loan/Car Loan</b>	
	<b>a) Loan Applied For</b> (Please tick where applicable) <input type="checkbox"/> <b>Personal Loan</b> <input type="checkbox"/> <b>Rent Loan</b> <input type="checkbox"/> <b>Emergency Loan</b>	<b>b) Amount Requested:</b> √ <b>Personal Loan---Tshs-----</b> √ <b>Rent Loan-----Tshs-----</b> √ <b>Emergency loan –Tshs-----</b>
	<b>c) Proposed Repayment Period</b> √ <b>Personal Loan-----Months</b> √ <b>Rent Loan-----Months</b> √ <b>Emergency Loan -----Months</b>	<b>d) Repayment Amount</b> √ <b>Personal Loan--Tshs-----per month</b> √ <b>Rent Loan--Tshs-----per month</b> √ <b>Emergency Loan—Tshs -----per month</b>

  

<b>7</b>	<b>No. of times Emergency loan availed in current year</b>	
<b>8</b>	<b>Purpose for which the loan is applied:</b>	

I hereby declare that the information stated above is true and correct to the best of my knowledge and belief and agree to abide by the loan policy and any variations in respect of the above loan. In case of resignation/ termination of my services, I undertake to liquidate the outstanding loan amount immediately failure to which the loan will attract interest at commercial/penal rates. I also authorize the bank to adjust my loan dues against the PPF benefits payable to me.

**Declarations:**

1. I hereby certify that no credit facilities availed of from any bank were recalled and/or no legal action has been initiated by any bank against me for non-payment of advances availed of by me.
2. Authority to disclose information in the event of default.

I, as a pre condition to accepting the terms of any offer of facilities as a result of this application, agree that, in the event of default, Bank M Tanzania Limited may, at its sole discretion, pass the factual and true default information to a Credit Reference Bureau without legal recourse by me the applicants herein.

Yours truly,

**Signature of Applicant: -----Date-----**

**Head of Department/Supervisor** (For Forward Approval to HR)  
**Application perused and in order.**

<b>8</b>			
	<b>Name</b>	<b>Signature</b>	<b>Date</b>

**NOTE:** Items 10 and 11 below should be completed by CAD & Finance before request is approved.

**Credit Administration Department** (For confirmation of outstanding internal loans)

<b>9</b>	<b>Outstanding Internal Loan Amount</b>	
	<b>Monthly Deduction on Internal Loans</b>	
	<b>Signature of confirming Credit Officer</b>	

**Finance Department** (For confirmation of monthly deductions towards all external and/or internal loans inclusive of the proposed loan)

<b>10</b>	<b>Monthly Gross Loan Deductions</b>	
	<b>Signature of confirming Finance Officer</b>	

**Recommendation by Human Resources Department.**

<b>11</b>	<b>Eligibility for amount</b>	<b>Amount Eligible TZS</b> _____	<b>Amount Applied TZS</b> _____	<b>Eligible Yes/ No</b>
	<b>Deductions</b>	<b>%age with proposed loan</b>	<b>Lower than 50% of Net salary stipulated</b>	<b>Eligible Yes / No</b>
	<b>Tenure of service</b>	<b>No. of months</b> _____	<b>Minimum Six months</b>	<b>Eligible Yes/ No</b>
	<b>Signature Head-HR</b>		<b>Date</b>	

**Approval**

<b>Comments</b>	
<b>Signature</b>	
<b>Designation</b>	<b>Chief Credit Officer</b>
<b>Date</b>	