

**Appendix I**

**APPLICATION FORM FOR ASSET BASED FINANCING FACILITY**

**TO : NATIONAL BANK OF MALAWI**

		SCORES
<p>(Mr/Mrs/Miss/.....) SURNAME <input type="text"/></p> <p>FIRST NAMES <input type="text"/></p> <p>MARRIED <input type="checkbox"/> SINGLE <input type="checkbox"/> DATE OF BIRTH _____ OCCUPATION _____</p> <p>POSTAL ADDRESS _____ EMAIL _____</p> <p>TEL. NUMBER (S) OFFICE _____ HOME: _____ CELL NUMBER(S) _____</p>		
<p>AMOUNT OF LOAN REQUIRED ..... (Maximum amount = MK.....)</p> <p>REPAYMENT PERIOD PREFERED.....(maximum 5 years)</p>		
<p>PURPOSE _____</p> <p>GROSS MONTHLY SALARY K _____ NET MONTHLY SALARY K _____</p> <p>MONTHLY REPAYMENTS PLUS INTEREST (TO BE CALCULATED BY SERVICE CENTER) K _____</p>		
<p><b>NAME AND ADDRESS OF PRESENT EMPLOYER</b></p> <p>NATURE OF EMPLOYMENT: TEMPORARY <input type="checkbox"/> PERMANENT <input type="checkbox"/> CONTRACT <input type="checkbox"/>*</p> <p>YEARS WITH PRESENT EMPLOYER _____ EMPLOYER -S EMAIL _____</p> <p>EMPLOYER -S TEL. NO. (S) _____</p>		
<p><b>PRESENT RESIDENCE</b></p> <p>PHYSICAL ADDRESS _____</p> <p>SELF OWNED <input type="checkbox"/> RENTED <input type="checkbox"/> PROVIDED BY EMPLOYER/SPOUSE <input type="checkbox"/> EMPLOYER <input type="checkbox"/> OTHER <input type="checkbox"/></p>		
<p>ACCOUNT NUMBER _____ DATE OPENED _____</p> <p>OTHER NATIONAL BANK ACCOUNTS _____</p> <p>OTHER BANKERS IF ANY _____</p>		
<p><b><u>DETAILS OF PROPERTY TO BE MORTGAGED TO THE BANK</u></b></p> <p>1. EXACT LOCATION OF PROPERTY TO BE MORTGAGED: <b>Plot number and location</b></p> <p>_____</p> <p>2. STATE FREEHOLD OR LEASEHOLD: _____</p> <p>IF LEASEHOLD: OUTSTANDING PERIOD OF LEASE _____</p> <p><b>NB The loan repayment period should not exceed the outstanding period of lease</b></p> <p>3. IN WHOSE POSSESSION ARE THE TITLE DEEDS? _____</p> <p>4. SERVICES AVAILABLE: <b>(please tick)</b> Water, Sewerage, Electricity, Septic Tank, Borehole</p> <p>OTHER (specify) _____</p>		

I ATTACH MY LATEST PAYSIP AND WATER/ELECTRICITY BILL .

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE AND COMPLETE AND AUTHORISE YOU TO MAKE ANY ENQUIRIES YOU CONSIDER NECESSARY FOR CONFIRMATION OF THESE AND FOR CREDIT ASSESSMENT.

I UNDERSTAND THAT I MUST HAVE MY SALARY PAID DIRECTLY INTO MY ACCOUNT AND IT SHOULD NEVER FALL BELOW THE NET INDICATED ABOVE DURING THE CURRENCY OF THE LOAN.

YOU MAY WITHOUT NOTICE COMBINE OR CONSOLIDATE ANY OUTSTANDING PRINCIPAL OR INTEREST ON THE LOAN/OVERDRAFT WITH ANY OTHER ACCOUNTS WHICH I MAINTAIN WITH YOU AND SET-OFF OR TRANSFER ANY MONEY OUTSTANDING TO THE CREDIT OF MY OTHER ACCOUNTS IN OR TOWARDS SATISFACTION OF MY LIABILITY TO NATIONAL BANK OF MALAWI IN RESPECT OF THE LOAN/OVERDRAFT.

I AGREE TO PAY FEES AND CHARGES APPLICABLE ON ESTABLISHMENT AND DURING THE TENOR OF THE CREDIT FACILITY.

**SIGNATURE OF APPLICANT**

**DATE**

**MOTIVATION – justifications, mitigating proposals and recommendation where request is not conforming to the product.**

**FOR BANK USE ONLY**

**SIGNATURE VERIFIED BY**

**( TO BE SIGNED IN FULL)**

APPLICATION RECOMMENDED YES  NO

NAME \_\_\_\_\_

YES  NO  NAME \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

APPLICATION APPROVED YES  NO  NAME \_\_\_\_\_

YES  NO  NAME \_\_\_\_\_

SIGNATURE

SIGNATURE

**NOTE: THE BANK RESERVES THE RIGHT TO REFUSE /DECLINE ANY APPLICATION FOR A LOAN/OVERDRAFT WITHOUT GIVING REASONS.**

**PTO**

**\*OBTAIN COPY**

**ADV4**TO: **National Bank of Malawi** From :

Postal Address :

TEL &amp; /or CELL :

No(s).

E-Mail Address :

Residential :

Address

Dear Sir/Madam

In connection with the facilities which I have sought from the Bank, I list below details of my financial position as at \_\_\_\_\_ which I certify to be true and accept that any misrepresentation would lead to the immediate withdrawal of any facilities provided.

<b>ASSETS</b>	MK(To the nearest Kwacha)
<b>1. Cash</b>	
Cash at Hand	
Credit Balances at Banks and other Institutions ( <i>specify</i> )	
National Bank of Malawi Service Center	
Bank Branch	
Bank Branch	
<b>2. Cash Equivalents( state number, issuer and certificate numbers)</b>	
Share certificate number for shares	
Share certificate number for shares	
Share certificate number for shares	
Treasury Bill(s) number(s)	
<b>SUBTOTAL</b>	
<b>3. Land and Buildings (Indicate Location, Type, Plot no., Title no. etc.)</b>	
Plot /Title No.	
Plot /Title No.	
<b>4. Vehicles (Indicate Reg No, Make and Model)</b>	
Reg.No.	
Reg. No.	
<b>5. Machinery (Indicate Make and Serial numbers)</b>	
Serial Number(s)	
<b>6. Furniture &amp; Fittings ( totals)</b>	
<b>TOTAL ASSETS</b>	<b>MK</b>
<b>LIABILITIES</b>	<b>MK</b>
Bank Loans/Overdraft s at National Bank of Malawi Service Center	
<b>Bank Loans/Overdraft s at other Banks and Institutions ( specify below)</b>	
Bank Loan/Overdraft at Bank Branch	
Bank Loan/Overdraft at Bank Branch	
Bank Loan/Overdraft at Bank Branch	
Loan with employers	
Other Liabilities( <i>give details</i> )	
<b>TOTAL LIABILITIES</b>	<b>MK</b>
<b>SURPLUS/ (DEFICIT) ( Assets Minus Liabilities)</b>	

SIGNATURE OF CUSTOMER:.....

Date.....

Verified by CONSULTANT

Vetted by ARM

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*Appendix IX*

The Manager  
National Bank of Malawi

Dear Sir

**IRREVOCABLE LETTER OF UNDERTAKING TO SEND  
SALARY TO NATIONAL BANK OF MALAWI (THE BANK)**

We have been informed by Dr/Prof/Mr/Mrs/Miss.....that he/she is requesting an asset based financing loan facility of MK.....(in words) from your..... Service Centre. The purpose of this letter is to confirm that the above-named is our employee and to make certain undertakings regarding repayment of the sought facility when granted.

Based on the authorization and declaration from the employee that we have on file, we will continue to send his/her salary to his/her account number .....held at your.....Service Centre until directed otherwise in writing by yourselves.

We further undertake to immediately inform the bank of any changes in the status of his/her employment to enable the bank take appropriate action.

**Yours faithfully**

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