



EMPLOYER DATE STAMP

PRE-APPROVAL FORM**APPLICATION DETAILS:**

SURNAME		FIRST NAME	
POSITION		EMPLOYEE #	
NRC NUMBER		EMPLOYER NAME	

PURPOSE OF LOAN (Mark Appropriate Box with "X")

1	EDUCATION LOAN		2	SALARY ADVANCE		3	BUSINESS INVESTMENT LOAN	

I HEREBY AUTHORISE THE RECOVERY OF THE LOAN ISSUED TO ME BY WAY OF A
PAYROLL DEDUCTION

Signature: Date:

NOTE: PLEASE BRING THE FOLLOWING: 1. Three Original Latest Pay slips
2. National Registration Card
3. Employer Reference Letter
4. Bank Statements For 3 Months
5. Two Passport Sized Photos

FOR EMPLOYER ADMIN USE ONLY:

THIS OFFICE HEREBY CONFIRMS THAT THE ABOVE INDIVIDUAL IS CURRENTLY EMPLOYED WITH
..... UNDER.....WE ALSO
CONFIRM THAT THE MENTIONED INDIVIDUAL IS ELIGIBLE FOR AN ALTUS FINANCIAL SERVICES PERSONAL
LOAN.THE MONTHLY DEDUCTION SHOULD NOT EXCEED (KWACHA).

EMPLOYMENT CONDITIONS (Mark Appropriate box with "X")

PERMANENT BASIS		CONTRACTUAL BASIS	
IF ON CONTRACT INDICATE THE NUMBER OF MONTHS REMAINING TO SERVE			

IF ON CONTRACT INDICATE THE TOTAL GRATUITY ACCUMULATED TO DATE K.....

FIRST SIGNATORY			
NAME		SIGNATURE	
POSITION		CONTACT NUMBER	
DATE			



SECONDARY SIGNATORY			
NAME		SIGNATURE	
POSITION		CONTACT NUMBER	
DATE			

ALTUS FINANCIAL SERVICES ADMIN USE ONLY

NEW LOAN		SETTLEMENT
AMOUNT REQUIRED	MONTHLY REPAYMENT	AMOUNT BEING SETTLED

ALTUS REPRESENTATIVE NAME**SIGNATURE.....**
