

PLEASE TYPE ON COMPANY'S LETTER HEAD
TO

Access Bank Ghana
Starlets '91 Road
Opposite Accra Sports Stadium
P.O. Box GP 353
Osu, Accra.

LETTER OF UNDERTAKING

RE (NAME OF CUSTOMER ACC NO.)

1. We understand that the above named person has applied for a Personal Loan of GHS for a period of.....
2. We hereby confirm that is a permanent staff.
3. We hereby confirm that the employee's monthly basic salary is GHS.....
4. We undertake to ensure that the above named employee's remuneration will continue to be paid into account number at your branch unless written consent from Access Bank is obtained to the contrary.
5. Should the above named employee cease employment with this organization as a result of a change of job, travel abroad or resignation, we will immediately notify the bank.
6. Should we find it necessary to change the employee's location of employment, we will advise you immediately of the change.
7. We confirm that this letter of undertaking remains in full force until advised contrary by Access Bank Ghana Plc.

For and on behalf of (NAME OF ORGANIZATION)

Signature.....
Name of Authorized Signatory:
Position/Designation: Head, HR or Admin
Mobile Number:

Signature.....
Name of Authorized Signatory:
Position/Designation: Head, Finance
Mobile Number: