



## DIRECT DEBIT

I hereby authorize Access Bank Ghana Plc to debit my Current/Saving account number \_\_\_\_\_  
with an amount of GHS \_\_\_\_\_ on a monthly basis for the repayment of my obligation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## NEW LOAN REQUEST

Loan Amount Requested (GHS)  Amount in Words \_\_\_\_\_

One Month Moratorium Yes  No

Requested Loan Tenor Six Months  Twelve Months

Purpose of the loan \_\_\_\_\_

Item to be financed \_\_\_\_\_

Vendor \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_  
dd mm yy

**EMPLOYER'S UNDERTAKING**

**From:**.....  
.....  
.....  
.....

**To:** The Managing Director  
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.**

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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, we will advise you immediately and will pay severance and terminal benefits to you.
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 Ltd.

For and on behalf of ( ..... Name Of Organization ..... )

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

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

**LETTER OF REQUEST**

**From:**.....  
.....  
.....  
.....

**To:** The Managing Director  
Access Bank Ghana  
Starlets '91 Road  
Opposite Accra Sports Stadium  
P.O. Box GP 353  
Osu, Accra.

Dear Sir/Madam,

**APPLICATION FOR A PERSONAL L OAN**

I wish to apply for a personal loan of .....  
(GH¢.....)  
for the purpose of .....  
against my account number..... with name  
.....domiciled at your  
.....branch  
I wish to repay the said loan within an installment period of  
.....months

Yours Faithfully,

Signature  
.....

Name  
.....