

Type A.

This is for official use and is not to be filled by the applicant. An application cannot be considered unless this has been authenticated by the employer's designated representative who is known to the Bank.

EMPLOYEE STATUS INQUIRY FORM - Employee salaries paid through UBA

Dear Sir or Madam,

An employee of your organization has requested for a consumer loan from the bank. Kindly confirm by signing on the spaces provided below the following information provided by him/her to enable us to promptly process his/her request.

Employee Name Employee Number
 Job position Date of Birth
 Date of Employment Employment classification *Jnr. Staff* *Snr. Staff* *Mgt.* *Exec*
 After - tax annual income Basic monthly salary
 Employment status
Permanent and confirmed *Permanent but unconfirmed* *Contract*
 Expected final emoluments Loan amount currently deducted at source (monthly)

TOTAL OTHER PAYMENTS After tax annual income = "Basic monthly salary x 12 plus "Total other payments"

Month	Payments	Month	Payments	Month	Payments
January		February		March	
April		May		June	
July		August		September	
October		November		December	

Please be assured that confirmation given by you will be treated in strict confidence and without prejudice to your organization.

Yours faithfully,

 Account Officer
 United Bank for Africa Plc

 Business Manager
 United Bank for Africa Plc

I hereby confirm that United Bank for Africa Plc is authorised to obtain verification of the information provided by me in respect of my consumer loan application.

Applicant's signature _____ Date

TO BE COMPLETED BY THE APPLICANT'S EMPLOYER

- A. We confirm that the above information as provided by our employee is accurate Yes No
- B. He/She is indeed confirmed Yes No If "No" He/She is _____
- C. If the application is considered and a loan is granted, we certify as follows:
 1. We shall continue to pay his/her salary into his/her account number with your Branch
 2. No change of bank account will be effected without a written confirmation from UBA of due liquidation of the loan
 3. We confirm that the current value of the applicants gratuity or final emoluments is _____ as at _____
 4. In the event of separation from the company before the liquidation of the loan, the final emoluments of the obligor will be paid through the same bank account

 Signature

 Designation

 Date & Official Stamp

Type B.

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EMPLOYEE STATUS INQUIRY FORM - Non domiciliation but with the employer's undertaking

Dear Sir or Madam,

An employee of your organization has requested for a consumer loan from the bank. Kindly confirm by signing on the spaces provided below the following information provided by him/her to enable us to promptly process his/her request.

Employee Name Employee Number
 Job position Date of Birth
 Date of Employment Employment classification *Jnr. Staff* *Snr. Staff* *Mgt.* *Exec*
 After - tax annual income Basic monthly salary
 Employment status
Permanent and confirmed *Permanent but unconfirmed* *Contract*
 Expected final emoluments Loan amount currently deducted at source (monthly)

TOTAL OTHER PAYMENTS After tax annual income " = "Basic monthly salary x 12 plus "Total other payments"

Month	Payments	Month	Payments	Month	Payments
January		February		March	
April		May		June	
July		August		September	
October		November		December	

Please be assured that confirmation given by you will be treated in strict confidence and without prejudice to your organization.

Yours faithfully,

 Account Officer
 United Bank for Africa Plc

 Business Manager
 United Bank for Africa Plc

I hereby confirm that United Bank for Africa Plc is authorised to obtain verification of the information provided by me in respect of my consumer loan application.

Applicant's signature _____ Date

TO BE COMPLETED BY THE APPLICANT'S EMPLOYER

- A. We confirm that the above information as provided by our employee is accurate Yes No
- B. He/She is indeed confirmed If "No" He/She is _____
- C. If the application is considered and a loan is granted, we certify as follows:
1. We will deduct the monthly repayment for the loan from the employee's salary at source and make a payment to UBA account number each month for the employee during the duration of the employee's loan with UBA
 2. In the event of separation from the company before the liquidation of the loan, final emoluments (pension or gratuity or both) whichever is available will be paid through the same bank account
 3. In the event of the employee's separation from the company before the liquidation of the loan, the whole of the employee's final emoluments, where available (if the loan outstanding is greater in value than the final emoluments of the employee) will be paid directly to UBA.

 Signature

 Designation

 Date & Official Stamp

Type C.

This is for official use and is not to be filled by the applicant. An application cannot be considered unless this has been authenticated by the employer's designated representative who is known to the Bank

EMPLOYEE STATUS INQUIRY FORM - Employee salaries not paid through UBA

Dear Sir or Madam,

An employee of your organization has requested for a consumer loan from the bank. Kindly confirm by signing on the spaces provided below the following information provided by him/her to enable us to promptly process his/her request.

Employee Name Employee Number
 Job position Date of Birth
 Date of Employment Employment classification Jnr. Staff Snr. Staff Mgt. Exec
 After - tax annual income Basic monthly salary
 Employment status Permanent and confirmed Permanent but unconfirmed Contract
 Expected final emoluments Loan amount currently deducted at source (monthly)

TOTAL OTHER PAYMENTS After tax annual income = "Basic monthly salary x 12 plus "Total other payments"

Month	Payments	Month	Payments	Month	Payments
January		February		March	
April		May		June	
July		August		September	
October		November		December	

Please be assured that confirmation given by you will be treated in strict confidence and without prejudice to your organization.

Yours faithfully,

 Account Officer
 United Bank for Africa Plc

 Business Manager
 United Bank for Africa Plc

I hereby confirm that United Bank for Africa Plc is authorised to obtain verification of the information provided by me in respect of my consumer loan application.

Applicant's signature _____ Date

TO BE COMPLETED BY THE APPLICANT'S EMPLOYER

A. We confirm that the above information as provided by our employee is accurate Yes No

B. He/She is confirmed Yes No

If "No" He/She is _____

C. If the application is considered and a loan is granted, we certify that we shall endeavour to inform you if he/she leaves our employment before the expiration of the loan.

 Signature

 Designation

 Date & Official Stamp