

ACCRA TECHNICAL UNIVERSITY

DIRECTORATE OF FINANCE

ATUCF21 – CAR LOAN APPLICATION FORM

TO: Management Board of the Scheme

PART A: TO BE COMPLETED BY APPLICANT:

1. I..... being
..... (Rank) at the Department of
apply for Car loan of GH¢..... (State cost of Car including cost of
comprehensive insurance premium). The car I intend to buy is new/secondhand
.....

(Insert make of the car)

2. Proforma Invoice/Valuation Certificate and Mechanical Engineer's report of which is attached, the seller is
3. I agree that if granted, the loan together with the interest of ten (10%) per annum on the reducing balance basis shall be recovered at source from my salary within a period of five(5)years for (SM) years /six(6)years for (SS) years beginning from the month of
I also agree that University reserve the right to recover the loan balance with interest at commercial rate anytime I default in serving the loan.
4. My present basic gross salary is GH¢..... per annum. I have/have no liability on a previous loan to purchase a car.

Signature:.....

Date:

5. Mode of payment: Direct to bank/cheque/cash

Bankers:..... Branch: Account No:.....

PART B: TO BE COMPLETED BY GUARANTOR, WHO MUST BE A FULL TIME MEMBER OF STAFF (WITH A SALARY EQUAL OR HIGHER THAN THAT OF THE APPLICANT)

I hereby guarantee full payment of the loan herein granted to the Applicant in the event of his/her default, and failing which I agree to have the amount remaining and unpaid deducted from my salary.

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1. Guarantor's Name:

2. Guarantor's Name:

Department:

Department:

Signature:

Signature:

PART C: TO BE COMPLETED BY APPLICANT'S HEAD OF DEPARTMENT/DEAN/PRO VC:

I certify that Mr. /Mrs. /Miss/Dr.
is a full time employee of this department:.....

Date: Name: Signature:

PART D: TO BE COMPLETED BY THE DIRECTOR OF FINANCE:

1. Date of previous advance/loan.....
2. Deductions in respect of previous advance loan (Car, etc) GH¢.....
3. Deduction in respect of the applicant if approved GH¢.....
4. Total deductions GH¢.....
5. I certify that the salary of the applicant per month is GH¢.....
And an amount of GH¢ recoverable therefore will/will not exceed two fifths
(40%) his/her basic monthly salary.

6. The above application is recommended/not recommended for approval.

Reasons:
.....

Date: Signature:

PART E: TO BE COMPLETED BY THE REGISTRAR:

1. The applicant is a member of staff of this University with a file number
2. The application is recommended /not recommended for approval.

Reasons:
.....

Date: Signature:

PART F: TO BE COMPLETED BY THE VICE CHANCELLOR:

I approve/do not approve the above application for a loan of for the purpose
described above.

Date: Signature: