

ACCRA TECHNICAL UNIVERSITY

DIRECTORATE OF FINANCE

ATUCF22 – MOTOR BIKE 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 motor bike loan of GH¢..... (State cost of motor bike including cost
of comprehensive insurance premium). The motor bike I intend to buy is new/secondhand
.....

(Insert make of the motor bike)

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 two (2) years
for (SS)/ three (3) years for (JS) 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.

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.

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 (Motor Bike, 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: