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**Passport photo here**

Tel: 0302-227005/0302909143 Email: [ghwomenfund@yahoo.com](mailto:ghwomenfund@yahoo.com)

**SME LOAN APPLICATION FORM**

Date: …………..…………………………..

**A. PERSONAL DETAILS**

Title: ……………………………………………….……. Gender: Male  Female 

Full Name: …………………………………………………………………………………….………………………..

Maiden name: …………………………………….....Date of birth ……………….…..….……Age…..…..…….……..

Relationship Status: Single  Married  Widowed  Divorced 

Number of Children: Ages of Children:

Postal Address: ……………………….………………………………………………………….………………………

Residential Address: …………………………………………………………………………….………………..……..

Contact Number………………………………………………Alternative No.……….……..…………………….……

ID No:……………………………………………………ID Type:……………………………………………………..

**B. BUSINESS DETAILS:**

Type of Business:…………………………………………………….….. Number of Years in this Business:…………

Number of Employees:……… Location of Business:………………………………………………………………….

Business Name:…………………………………………………………….Monthly Income:…………...……………..

Any other Source of Income: Yes  No  If Yes, please describe……………………………………………….

What hopes do you have for your business in the next five (5) years?

……………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………

How will the income improve life for you and your family?

……………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………

What are some of the Challenges you face in this Business?

……………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………

**C. GUARANTOR DETAILS:**

Full Name of Guarantor…………………….……………………...…………………………………………………….

Residential Address: …………..………………………………………..……………………………………………….

Profession: …………………………………………………………………………………………………………….....

Monthly Income: ………………………………………………………………………………………………………...

Phone Number (s) ………………………..………………ID No/Type. :………...…………….……………………….

Signature…………………………………...…………………………………………………………………………….

I…………………………………………………………guarantee the repayment of the loan in event of any default.

**D. LOAN DETAILS**

Loan Amount Required GHS …………………….……… Loan Term Proposed (Months)……………...…………….

Purpose of Loan ………………………………………………………….……………………………………………...

**E** **INFORMATION ON PREVIOUS LOAN**

Loan Amount GHS…………………………………………………………………………………...………………….

Amount Paid….………………………………………………..………………………………………………………...

Amount Outstanding…..…………………………………………………………………………………………………

Completion Date…...…………………………………………..…………..…………………………………………….

**OFFICIAL USE**

Loan Rate: ………………………………..……….. Customer ID …….……………………………………………….

Signature of Officials: Credit Officer …………………………General Manager ……………...….…………..…….

Decision: …………….……………………..……………………………………..……………..………………………

***Please make copies of all documents presented by customer.***

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**PERSONAL RECORDS SHEET-CLIENT**

1. Full Name………………………………………………………………………………………………..
2. Other Known Names:………………………………….…… Sex………………………........................
3. Purpose of the Loan..................................................................................................................................
4. Nationality………………………....……Home town/ Region.................................................................
5. Marital Status: Single Married Widowed Divorced
6. Name of Spouse………………..…………….……… Spouse Bus. Info:………………………………
7. Spouse Tel no.(s).......................................................................................................................................
8. Name of Guarantor …………………………………………….… Relationship……………………….
9. Residential Details: Years Spent………………………... Years left……………..…………………….

House No………………………………………….….. Popular Spot………...………………………………

Area of Residence…………………………..........................Town...................................................................

Direction to Residence from the GWF: ……………………….……………………………………………... ………………………………………………………………………………………..……..………………………………………………………..……..……………………………………………………………………………………...………………………………………………………………………………………….......

1. Direction to Workplace: ………………………………………………………………....... .........………………………………………………………………………………….……..……...........................................................................................................................................................................................................................................................................................................................................................................
2. Close Relation/friend……………………….………........... Tel ……………………………...……......

Credit Officer’s Signature………………...… Client’s Signature………………......................................

Name:

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**PERSONAL RECORDS SHEET-GUARANTOR**

1. Full Name……………………………………………………………………………………………
2. Other Known Names:………………………………….…… Sex………………………........................
3. Purpose of the Loan..................................................................................................................................
4. Nationality………………………....……Home town/ Region.................................................................
5. Marital Status: Single Married Widowed Divorced
6. Name of Spouse………………..…………….……… Spouse Bus. Info:………………………………
7. Spouse Tel no.(s).......................................................................................................................................
8. Residential Details: Years Spent………………………... Years left……………..…………………….

House No………………………………………….….. Popular Spot………...………………………………

Area of Residence…………………………..........................Town...................................................................

Direction to Residence from the GWF: ……………………….……………………………………………... ………………………………………………………………………………………..……..………………………………………………………..……..……………………………………………………………………………………...………………………………………………………………………………………….......

1. Name / Direction to Workplace: ………………………………………………………………....... .........………………………………………………………………………………….……..……...........................................................................................................................................................................................................................................................................................................................................................................
2. Close Relation/friend……………………….………........... Tel ……………………………...……......

Credit Officer’s Signature………………...… Client’s Signature………………......................................

Name: