



LOAN ADMINISTRATION FEE REFUND

1. PERSONAL DETAILS

Initials: Mr Ms Mrs Dr Miss others: _____
Membership No: _____ First Name: _____ Surname: _____
Omang No: _____ Gender: _____ DOB: _____ Retirement Date: _____
Marital Status: Single Married Divorced Windowed
Postal Address: _____
Physical Address: _____
Tel: _____ Cell: _____ Email: _____
Home Village: _____ Ward: _____
Designation: _____ Workplace: _____
Employer: _____ Department: _____ Tel (W): _____
Name of Chief/Headman: _____ District: _____
Next of Kin (in case of emergency)
Name: _____ Relationship: _____
Tel: _____ Cell: _____ Email: _____

2. BANK DETAILS

Bank: _____ Branch: _____
Account No: _____
Member's Signature: _____ Date: _____

3. OFFICIAL USE ONLY

Amount of loan applied for: P _____ Loan Application Date: P _____
Repayment period: P _____ LAF Paid: P _____
Loan Clearance Date: P _____ Repayment Period: _____

Amount of LAF to be refunded = LAF paid - ($\frac{\text{LAF Paid}}{\text{Repayment period}} \times \text{Months paid / Serviced}$)

Amount of LAF to be refunded = _____ - (_____ x _____)

Amount of LAF to be refunded = _____ - _____

Amount of LAF to be refunded = _____



Name: _____ Designation: _____
Signature: _____ Date: _____

4. CHECKED BY

Name: _____ Designation: _____
Signature: _____ Date: _____

5. MANAGER'S DECISION

Remarks:

Name: _____ Designation: _____
Signature: _____ Date: _____