



## EMERGENCY LOAN APPLICATION FORM

### 1. APPLICANTS 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. BANKING DETAILS

Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_ Account Number: \_\_\_\_\_

Amount Applied for: P \_\_\_\_\_ Repayment period: \_\_\_\_\_

Purpose of Loan: \_\_\_\_\_

IN CASE NO DEDUCTIONS HAVE BEEN MADE, PAYMENTS CAN BE FORWARDED TO ACCOUNT NUMBER 3401681 BARCLAYS HOUSE BRANCH

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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### 3. OFFICIAL USE ONLY

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Savings Balance: P \_\_\_\_\_ Maximum Eligibility: P \_\_\_\_\_  
O/Loan Bal: P \_\_\_\_\_ Emergency Bal: P \_\_\_\_\_  
Q/Loan Bal: P \_\_\_\_\_ D/Loan Bal: P \_\_\_\_\_  
G/Loan Bal: P \_\_\_\_\_ M/Loan Bal: P \_\_\_\_\_  
Amount Qualified for: P \_\_\_\_\_ Shares Balance: P \_\_\_\_\_  
LAF: Emergency Loan: 0.8% x P \_\_\_\_\_ x \_\_\_\_\_ Years = P \_\_\_\_\_

#### INSTALLMENTS

Loan Applied for: P \_\_\_\_\_ Ordinary Loan: P \_\_\_\_\_  
Total O/E/Q/G/M: P \_\_\_\_\_ Emergency Loan: P \_\_\_\_\_  
Total Loans: P \_\_\_\_\_ Q/Loan: P \_\_\_\_\_  
G/Loan: P \_\_\_\_\_  
M/Loan: P \_\_\_\_\_  
LAF: P \_\_\_\_\_  
Total instalment: P \_\_\_\_\_  
Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### 4. SUPERVISOR

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Bank TRF/Cheque Amount: Loan: P \_\_\_\_\_  
Less O/Q/E/G/M P \_\_\_\_\_  
Less other Banks P \_\_\_\_\_  
Total P \_\_\_\_\_  
Name: \_\_\_\_\_ Designation: \_\_\_\_\_



Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Accountant General  
Ministry of Finance and Development Planning  
Private Bag 008  
Gaborone

Commercial Banks  
Alexander Forbes

Dear Sir/Madam

**PUBLIC OFFICER'S PRIVATE SECTOR AND PENSIONERS STOP ORDER FOR LOAN REPAYMENT TO  
MOTSWEDI SAVINGS AND CREDIT CO-OPERATIVE LIMITED**

I, the undersigned

Name (Block letters): \_\_\_\_\_ of Address: \_\_\_\_\_  
\_\_\_\_\_ Omang No: \_\_\_\_\_

(Tick) Public Officers      Bank Stop Order      BPOPF

Monthly instalment: P \_\_\_\_\_ Repayment period: From \_\_\_\_\_  
To \_\_\_\_\_

Hereby authorize the Government, commercial banks, and Alexander Forbes to deduct monthly from my salary for any loan repayment in the amount of P \_\_\_\_\_ until my final loan settlement with Motswedi Savings and Credit Co-operative Society. I confirm that I shall have no claim against the Government, Commercial Banks, and Alexander Forbes for any failure on their part to make payment on the due date. I further authorize the Government to deduct from my financial benefits any monies that may still be due to the Society in the event of my cessation of society's membership, notwithstanding any other obligations attached to the benefits. If the monthly instalment is not deducted it is my obligation to pay through the society's relevant bank account and the society shall take appropriate action against me if I fail to pay on the due date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### ACKNOWLEDGEMENT OF DEBT

MEMBERSHIP'S NAME: \_\_\_\_\_ OMANG: \_\_\_\_\_ MEMBERSHIP  
NO: \_\_\_\_\_ LOAN AMOUNT: \_\_\_\_\_

We are pleased to advise you that your application for a loan of P\_\_\_\_\_ has been approved.  
The approved loan shall be subject to the terms and conditions below;

Please note that you will be obliged to pay an instalment plus interest of P\_\_\_\_\_ on  
\_\_\_\_\_ (on the same day of each month) until the final settlement. In case you are to resign from  
the Public Service, the balance will become immediately due and payable on demand. The statement of demand  
signed by the Board Chairperson or any other authorized official showing any sum due and owing by me to  
Motswedi Savings and Credit Cooperative Society LTD under this condition shall be conclusive evidence that such  
sum is in fact due and owing.

I \_\_\_\_\_ acknowledge receipt of P\_\_\_\_\_ as loan amount  
and agree to all other requirements stipulated in this agreement and the loan policy.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

(Borrower)



**EMERGENCY LOAN DECISION FORM  
(OFFICIAL USE ONLY)**

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**1.0 PERSONAL DETAILS**

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Full Name of Applicant: \_\_\_\_\_ ID \_\_\_\_\_  
Retiring Date: \_\_\_\_\_

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**2.0 LOAN DETAILS**

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2.1 Loan Approved/Rejected/Deferred \_\_\_\_\_

2.2 Reasons for rejection/Deffered \_\_\_\_\_

2.3 Amount Approved in figures \_\_\_\_\_

2.4 Amount Approved in words \_\_\_\_\_

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**3.0 REPAYMENT SCHEDULE**

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3.1 Repayment should be In equal instalments in \_\_\_\_\_ Months

3.2 Equal instalments of P \_\_\_\_\_ each including interest.

3.3 First instalments to effect on or before \_\_\_\_\_

3.4 Last instalment to effect on or before \_\_\_\_\_

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**4. AUTHORIZED SIGNATURE**

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**General Manager:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_