



ORDINARY 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. EMPLOYMENT TERMS

Permanent Contract _____ (Contract Period)

NB: If on contract please attach the employment letter.

3. 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:** _____



4. OFFICIAL USE ONLY

Savings Balance: P _____ Maximum Eligibility: P _____

O/Loan Bal: P _____ Emergency Bal: P _____

Q/Loan Bal: P _____ M/Loan Bal: P _____

G/Loan Bal: P _____

Amount Qualified for: P _____ Shares Balance: P _____

LAF: Ordinary Loan: 0.9%, 1% 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: _____

5. SUPERVISOR

Bank TRF/Cheque Amount: Loan P _____

Less Q/E/G/M P _____

Less other Banks P _____

Total P _____

Name: _____ Designation: _____

Signature: _____ Date: _____

General Manager: _____

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: _____



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)



**CREDIT COMMITTEE LOAN DECISION FORM
(OFFICIAL USE ONLY)**

1.0 PERSONAL DETAILS

Full Name of Applicant: _____ ID _____ Retiring Date: _____

2.0 Date of Meeting

3.0 LOAN DETAILS

3.1 Loan Approved/Rejected/Deferred _____

3.2 Reasons for rejection/Deffered _____

3.3 Amount Approved in figures _____

3.4 Amount Approved in words _____

4.0 REPAYMENT SCHEDULE

4.1 Repayment should be In equal instalments in _____ Months

4.2 Equal instalments of P _____ each including interest.

4.3 First instalments to effect on or before _____

4.4 Last instalment to effect on or before _____

5.AUTHORIZED SIGNATURE

Chairperson: _____ **Signature:** _____ **Date:** _____

Secretary: _____ **Signature:** _____ **Date:** _____