



**APPLICATION FOR LOAN**

Name of Borrower: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

Nature of Business: \_\_\_\_\_

Telephone: (1) \_\_\_\_\_ (2) \_\_\_\_\_

BVN Number: \_\_\_\_\_ Daily Turnover: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Tenor: \_\_\_\_\_

Purpose: \_\_\_\_\_

Repayment Plan:            Daily (6%)            Weekly (8%)            Monthly (10%)

**Date Account Opened:** \_\_\_\_\_ **Account Balance:** \_\_\_\_\_

Account Number: \_\_\_\_\_ Cleared Balance: \_\_\_\_\_

Management Fee: \_\_\_\_\_ Processing Fee: \_\_\_\_\_ Insurance \_\_\_\_\_:

Security: (Tick Appropriately)

- a.     Postdated Cheque
- b.     Share Certificate
- c.     Negative Pledge of stock
- d.     Others (Specify) \_\_\_\_\_

**I HEREBY GIVE CONSENT FOR MY GOODS/PROPERTIES (BOTH AT HOME AND BUSINESS PLACE) TO BE USED TO OFFSET UNPAID BALANCE OF THE LOAN AT THE EXPIRATION DATE**

SIGNATURE & DATE \_\_\_\_\_

**WITNESS:**

NAME \_\_\_\_\_ SIGNATURE & DATE: \_\_\_\_\_

**NOTE: COLLATERAL (ASSET) MUST BE BROUGHT IN TO THE BANK ONLY BY THE CUSTOMER. THE BANK WILL NOT BE LIABLE FOR ANY LOSS ON TRANSIT. THE BANK CAN SELL THE COLLATERAL WITHOUT FURTHER RECOURSE TO ME OR THE COURT OF LAW. CUSTOMERS MUST SWORE AFFIDAVIT BY THEM SELVES.**



**OFFER LETTER**

**Date:** .....

**Name** .....

**Address** .....

We refer to your application for a credit facility and are pleased to advise approval of same under the following terms and conditions

1. Repayment shall be made on the agreed repayment plan and shall comprise of the principal and the interest. A daily/monthly repayment of N\_\_\_\_\_ for the duration of \_\_\_\_\_ month.
2. Payment of 2% Management Fee; 2% Processing Fee and 1% Insurance Premium to be paid upfront.
3. Provide two guarantors that would guarantee that the loan would be repaid accordingly and would repay any outstanding balance in the event of default.
4. **A default fee of 10%** shall be paid on any unpaid balance from the due date until the loan is fully paid.
5. **A recovery fee of 10% shall be paid by the client.**
6. I .....HEREBY AUTHORIZE CAPSTONE MFB LTD TO FORWARD MY NAME TO CREDIT BUREAU OFFICE & CONDUCT PREVIOUS/ CURRENT CHECKS ON ME.
7. I ..... HEREBY AGREE TO PAY ANY POLICE/LITIGATION FEE THAT MAY ARISE ON THIS LOAN.
8. ALL LOAN REPAYMENT SHOULD BE PAID ONLY TO CAPSTONE MICROFINANCE BANK ACCOUNT,

**SIGNATURE &DATE** \_\_\_\_\_

**AUTHORISED SIGNATORY**

**AUTHORISED SIGNATORY**

## **ACCEPTANCE OF LOAN OFFER**

I hereby accept the terms and conditions of this offer as indicated above and I hereunder append my signature to the effect accordingly.

**Accepted by:**

Name .....

Designation .....

Signature .....

Date .....

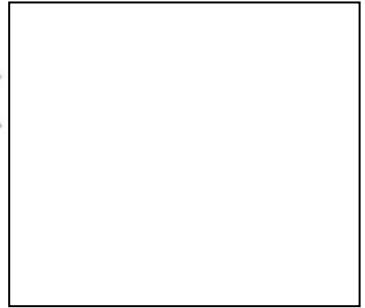
**In the presence of:**

Name .....

Address .....

Signature .....

Date .....



## LOAN GUARANTEE/INDEMNITY FORM

TO: LEGAL DEPT,  
CAPSTONE MICROFINANCE BANK LTD  
187, IGBO SERE RD, LAGOS.

**CAVEAT: IT IS DANGEROUS TO SERVE AS A GUARANTOR TO  
SOMEONE YOU DO NOT KNOW SINCE YOU ARE LIABLE TO PAY  
IN THE EVENT OF DEFAULT**

Name of Guarantor: \_\_\_\_\_

Address of Guarantor: \_\_\_\_\_

Guarantor's Nature of Business: \_\_\_\_\_ \ \_\_\_\_\_

Amount guaranteed: \_\_\_\_\_

Phone Number of Guarantor: \_\_\_\_\_

Guarantor's Monthly Income: \_\_\_\_\_ BVN \_\_\_\_\_

Guarantor's Annual Income: \_\_\_\_\_

1. I hereby irrevocably and unconditionally undertake to indemnify the Bank for any default on the part of the customer in respect of any monies/Outstanding loan amount including accrued interest thereon owed to the Bank upon the first demand by bank and without any need for the bank to substantiate its claim hereafter.
2. This guarantee shall be a continuing guarantee and shall until ALL Obligations there under have been discharge by me.
3. **I HEREBY AGREE THAT THE BANK SHOULD TAKE POSSESSION OF MY GOODS/PROPERTIES/INVESTMENT IN THE CASE OF DEFAULT.**

Guarantor's Signature/Date: \_\_\_\_\_

In the presence of Witness:

Name of Witness: \_\_\_\_\_

Occupation of Witness: \_\_\_\_\_

Phone Number of Witness: \_\_\_\_\_

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