



LOAN APPLICATION AND AGREEMENT FORM

All spaces in Parts 1 to 8 are mandatory unless marked For Official Use Only. Please complete in block letters.

FOR OFFICIAL USE ONLY				
Customer No.		Reference No.		Account No.

PART 1: APPLICANT DETAILS

Title (Dr/Mr/Mrs/Miss)		Surname	
Middle Name		First Name	
Date of Birth		NRC No.	
Mobile Phone No.		Office Telephone No.	
Email Address		Bank Name	
Bank Branch		Account No.	
Employee No.		Years in Employment	
Year of Retirement (if applicable)		Town / Province	

Physical Address	
Postal Address	

PART 2: EMPLOYMENT DETAILS

Employer / Ministry / Company		Department / Station	
Job Title		Employment Type	
Contract Expiry Date (if on contract)		Gross Salary (ZMW)	
Current Net Salary (ZMW)		Outstanding Loans (ZMW)	
Accrued Benefits / Gratuity (if applicable)		Employer Telephone No.	
Town / Province		Payroll Deduction Available?	

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Employer Physical Address	
Employer Postal Address	

Permanent Employment Contract Employment Self-Employed / Business

PART 3: LOAN INFORMATION

Loan Product Applied For		Amount Applied (ZMW)	
Tenure of Loan (Months)		Purpose of Loan	

Salary Loan Collateral Loan SME Loan Asset Finance Short-Term Cash Solution

PART 4: NEXT OF KIN / EMERGENCY CONTACT

Surname		First Name	
Relationship		Telephone No.	
Alternative Telephone		Email Address	
Town / Province		Country	

Physical Address	
Postal Address	

PART 5: DISCLOSURE, CONSENT AND AUTHORISATION BY APPLICANT

1. I authorise Mushenya Finance to make enquiries from any bank, financial institution, employer or approved credit reference agency in Zambia to confirm any information I have provided in support of this application.
2. I consent to Mushenya Finance disclosing information about me to any person or institution in connection with this application, any resulting loan agreement, any assignment or transfer of rights, debt recovery, insurance processing, audit, legal or regulatory compliance.
3. If I default and fail to regularise the amount in default within the period permitted by law or policy, Mushenya Finance may report the default to a credit reference agency or debt collection agent, and I waive confidentiality to the extent permitted by law for this purpose.
4. I make an irrevocable undertaking to repay the balance of the loan together with accrued interest, fees and lawful collection costs in the event that deductions cannot be effected through payroll, whether due to resignation, dismissal, retirement, leave without pay, transfer, payroll interruption or any other event not covered by insurance or not accepted by Mushenya Finance.
5. Mushenya Finance reserves the right to approve an amount lower than the amount applied for and to vary the tenure in line with affordability, risk assessment and internal approval limits.

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6. By accepting disbursement into the bank account or wallet provided in this application, or by failing to notify Mushenya Finance within 72 hours that I do not wish to proceed after approved disbursement has been made available, I confirm acceptance of the approved facility and all applicable terms and conditions.
7. The interest rate applicable to this facility shall be 15% per month on a reducing balance basis and shall be amortised over the approved loan term. A processing / handling fee equal to 5% of the approved loan amount shall be charged and may be deducted before disbursement.
8. The first instalment shall fall due on the first agreed repayment date immediately following disbursement, and every agreed repayment date thereafter until the loan, accrued interest, fees and other lawful charges are paid in full.
9. All costs incidental to the facility, including but not limited to credit reference checks, insurance where applicable, legal fees, tracing fees, collections costs and bank or mobile money charges, may be passed on to me where lawful and disclosed by Mushenya Finance.
10. Early settlement shall not attract a prepayment penalty unless otherwise stated in the approval letter or product terms; however, accrued interest and lawful fees up to the date of settlement remain payable.
11. This application form becomes a binding contract once Mushenya Finance approves and disburses the loan, and it shall be governed by the laws of Zambia.
12. I irrevocably authorise Mushenya Finance, directly or through its agents, to communicate my repayment obligations to my employer and I authorise my employer to deduct from salary, terminal benefits, gratuity or any monies due to me, and remit such deductions to Mushenya Finance until the loan and all related charges are settled in full.

Applicant Full Name: _____	Applicant Signature: _____
Date: _____	Witness / Mushenya Finance Representative: _____

PART 6: EMPLOYER COMMENTS, CONSENT AND PAYROLL AUTHORITY

Employer confirms employee name		Employer / Ministry / Company	
Recommended Amount (ZMW)		Net Pay After Deduction (ZMW)	
Gross Salary (ZMW)		Net Salary (ZMW)	
Outstanding Loans (ZMW)		Accrued Benefits / Gratuity (ZMW)	
We confirm the applicant is employed by us. We agree, where permitted and instructed, to deduct repayments through payroll and remit them to Mushenya Finance until the loan is paid in full. We also undertake to notify Mushenya Finance before any pay point change, resignation, separation or transfer that may affect recoveries.			
Employer Name	Job Title	Signature / Stamp	Date

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PART 7: SUPPORTING DOCUMENTS (ALL REQUIRED UNLESS WAIVED IN WRITING)

✓	Document	Notes / Received
<input type="checkbox"/>	Copy of National Registration Card (NRC) / valid ID	
<input type="checkbox"/>	Latest three months payslips or proof of regular income	
<input type="checkbox"/>	Bank statement for the account to be credited / reviewed	
<input type="checkbox"/>	Proof of residence / utility bill / letter confirming address	
<input type="checkbox"/>	Employer introductory letter or employment confirmation	
<input type="checkbox"/>	Salary analysis / affordability assessment sheet	
<input type="checkbox"/>	Collateral documents and valuation (where applicable)	
<input type="checkbox"/>	Business cashflow records / registration documents (for SME loans)	
<input type="checkbox"/>	Passport-size photograph (if required by policy)	
<input type="checkbox"/>	Any additional document requested by Mushenya Finance	

PART 8: FOR OFFICIAL USE ONLY - CREDIT APPRAISAL

Recommended / Declined		Amount Recommended (ZMW)	
Period (Months)		Monthly Repayment (ZMW)	
40% of Net Salary (ZMW)		Effective Date	
Due Date		Risk Grade	
Collateral / Security		DSR / Affordability	
Credit Bureau Check		Initiating Officer	
Loan Initiating Officer Comments			
Manager - Credit / Operations Comments			

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PART 9: MANAGEMENT / CREDIT COMMITTEE APPROVAL

Decision (Recommended / Declined / Approved)		Approved Amount (ZMW)	
Approved Tenure (Months)		Approved Monthly Repayment (ZMW)	
Name		Designation	
Signature		Date	
Committee Position	Name	Signature	Date
Chairperson / Director			
Secretary			
Member 1			
Member 2			

PART 10: DISBURSEMENT AND FINANCE USE

Approved and Disbursed Amount (ZMW)		Payment Method	
Reference Number		Disbursement Date	
Prepared By		Checked By	
Approved By		Audit / Risk Review	

Important: This form should be read together with the approval letter, repayment schedule and any security documents executed for the facility. Mushenya Finance may amend operational fields without affecting the substance of borrower obligations, provided such amendments remain lawful and disclosed where required.