



**3K MICRO-CREDIT ENTERPRISE**

A: Plot No. 109, Owula Rockson Street, Dome – Accra

E: [3kcredit22@gmail.com](mailto:3kcredit22@gmail.com)

T: 0302448697 / 0509551606

GPS: GE-333-8860

Fix  
passport  
picture here

**LOAN APPLICATION FORM**

**PERSONAL INFORMATION**

Title (specify): ..... First Name: .....

Other Names .....

GHANA CARD NO: ..... Exp Date: ...../...../.....

Other ID:  Voters  Passport  Driver License

Other ID No.: ..... Exp Date: ...../...../.....

*(Please attach copies of ID)*

Date of Birth ..... / ..... / ..... Age: .....

Nationality: .....

Occupation: .....

Phone numbers: 1) .....

2).....

Email: .....

Home town: ..... Region: .....

Name of church/mosque: .....

Location of church: .....

Marital status: .....

No. of dependents: ... ..

How did you hear about us?  
.....

**RESIDENCE INFORMATION**

Present Residential Address (Please give full details: Plot No,  
Street name, Area)

.....  
.....

GPS Address: .....

Length of stay at present address: .....

Closest landmark: .....

Accommodation status:  Rented  Owned  Family owned

No of years at current address: .....

Previous Residential address (If less than 3 years at current  
residence)

.....

**SPOUSE INFORMATION**

Full name of spouse: .....

Occupation: .....

Location address: .....

Contact numbers: 1) .....

**EMPLOYER INFORMATION**

Name Employer:  
.....

Date Employed: .....

Current Position: .....

Current Station: .....

Monthly Income: GH¢..... (Add Pay Slip and  
Bank Statement)

Other Income: GH¢.....

Source of other income:  
.....

**OWNER OF BUSINESS**

Name of Business/ Activity:  
.....

Type/ Activity: .....

Location: .....

GPS Address: .....

Average Weekly Sales/ Income: GH¢.....

Estimated Value of Assets: GH¢.....

**LOAN REQUEST DETAILS**

Loan amount: GH¢ .....  
 Purpose: .....  
 Proposed duration: .....

**BANKERS**

- 1) Name of Bank: .....  
 Account No: .....
- 2) Name of Bank: .....  
 Account No: .....

**BORROWING WITH OTHER FINANCIAL INSTITUTIONS:**

- 1. Name of Institution: \_\_\_\_\_  
 \_\_\_\_\_  
 Amount taken: GH¢ \_\_\_\_\_  
 Duration: \_\_\_\_\_  
 Amount outstanding: GH¢ \_\_\_\_\_
- 2. Name of Institution: \_\_\_\_\_  
 \_\_\_\_\_  
 Amount taken: GH¢ \_\_\_\_\_  
 Duration: \_\_\_\_\_  
 Amount outstanding: GH¢ \_\_\_\_\_

**APPLICANT'S DECLARATION & ACCEPTANCE**

I hereby declare that the information given by me is true and complete. Furthermore, I permit 3K Micro Credit to seek character or credit references in addition to other additional information required from any appropriate source.

Signature of applicant .....

Date: ..... / ..... / .....

**FOR OFFICE USE**

**LOAN OFFICER PROPOSAL**

Amount: GH¢ \_\_\_\_\_  
 Interest Rate: \_\_\_\_\_ %pm  
 Monthly Installments: GH¢ .....  
 Duration: .....  
 Security: .....  
 Maturity Date: ..... / ..... / .....

**Approval check list:**

- Completed Application Form
- Current pay slip
- Six months current Bank statements
- Completed Guarantor Form
- Inspection of security
- Copy of ID Cards
- Visit to work location
- Visit Residential Location

Endorsement: I have checked the loan application and the relevant documents and confirm that it is within policy.

Loan Officer: .....

Signature: ..... Date: ..... / ..... / .....

**CREDIT COMMITTEE REVIEW AND COMMENT**

.....  
 .....

<b>NAME</b>	<b>SIGNATURE</b>
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- |    |       |       |
|----|-------|-------|
| 1. | ..... | ..... |
| 2. | ..... | ..... |
| 3. | ..... | ..... |