

FROM:
(Name & Address of Customer
Or Applicant)

.....
.....
.....

TO: THE CHIEF ACCOUNTANT
(Employer / Organisation)

.....
.....
Date.....

Dear Sir/Madam,

I am a customer of Ghana Commercial Bank Limited at Branch.

In consideration of the Bank agreeing to grant me a Personal Loan, I hereby authorize you to pay my net monthly salary while in the service of your establishment into Account Number with Ghana Commercial Bank Limited..... Branch and with effect from Day of until the loan is paid off.

I also authorize you to pay all other entitlements due me on retirement, resignation, dismissal, vacation of post or incapacitation into my account number at the Ghana Commercial Bank LimitedBranch. I declare that you should also **not put into effect any instructions** given by me to the contrary unless such request(s) is / are supported by a written confirmation/consent from the Bank that the loan has been paid off.

Yours faithfully,

.....
Customer's Signature

EMPLOYER'S UNDERTAKING

The Manager
Ghana Commercial Bank Limited
..... Branch

Dear Sir,

In consideration of GHANA COMMERCIAL BANK LIMITED agreeing to grant a Personal Loan to

Rev/Prof/Dr/Mr/Mrs/Misswe irrevocably undertake to carry out his/her foregoing instructions.

For the avoidance of doubt, we undertake:

1. To ensure that subject to any occasional administrative deductions, the net monthly salary remittable to the Bank shall not fall below the present net salary of GHS.....
2. To pay his/her pension and/or any other entitlements due him/her direct into his/her account with Ghana Commercial Bank Ltd. Branch
3. To give due notice to the Bank within 14 days in the event of his/her vacation of post, transfer, dismissal, resignation, death, retirement or incapacitation.

Yours faithfully,

MANAGING DIRECTOR/
PERSONNEL OR HUMAN RESOURCE MANAGER
FULL NAME (IN BLOCK LETTERS)

(Contact Tel. No(s))

CHIEF ACCOUNTANT/FINANCIAL CONTROLLER
FULL NAME (BLOCK LETTERS)

(Contact Tel. No(s))