



EST 1953

**GHANA
COMMERCIAL
BANK LTD.**

OFFER AND ACCEPTANCE LETTER

_____ (Name of branch)

P. O. BOX. _____

Date:

_____ (Name of applicant)

P.O. Box. _____

Dear Sir/Madam,

RE: APPLICATION FOR PERSONAL LOAN

We refer to your application dated _____ on the above-mentioned subject and have the pleasure in advising that the **Bank on _____ approved a Personal Loan** of

GH¢ _____ (_____, Amount in words) for 36 months at an Interest Rate of 25% p.a. or at any other rate to be determined by the Bank from time to time.

Approval of the loan is subject to:

- **Processing fee of 0.25% = GH¢ _____**
- **Facility fee of 1.00% = GH¢ _____**
- **Contribution of 1.602% towards Group Risk Mitigating Scheme against death & disability. This works out to GH¢ _____**
- **Penal interest rate of additional 10% p.a. on any default.**
- **Non repayment of facility as scheduled will attract sanctions**
- **Monthly installment payment of GH¢ _____**
- **Repayment commences and ends as per the attached schedule**
- **Discretion of Bank to make information on facility available to the Central Data Bank of Ghana Association of Bankers and Credit Reference Bureau and Agencies.**

By a copy of this letter, your employers are requested to:

- Inform /Give notice to the Bank in writing within 14 days in the event of beneficiary's resignation, transfer, incapacitation, or vacation of post.
- Pay beneficiary's pension / entitlements directly to his/her account number _____ with the Bank in the event of beneficiary's resignation, incapacitation, or vacation of post.

Yours Faithfully,

_____ (Signature)

_____ (Name)

Retail Manager

_____ (Signature)

_____ (Name)

Operations Manager

ACCEPTANCE

I accept unconditionally all the terms and conditions governing the Personal Loan of GH¢_____ for _____ months.

Name (customer): _____

Signature (customer) _____

cc: The Chief Accountant
_____ (Name of customer's organization)

P.O. Box _____
_____ (Name of town/city of office of customer's Chief Accountant)