

EMPLOYER UNDERTAKING (must be on company/organization letter head)

This company hereby supports (Name of applicant)

Request for a financial assistance from SOCIETE GENERAL GHANA With the following declaration.

1 We confirm that Mr Mrs Miss Name of applicant

has been employed by this organization on permanent basis since Date

2 We confirm his/her monthly salary (including all regular, statutory allowances) as GHS

3 We undertake to ensure that the regular monthly salary of our above mentioned employee shall continue to be paid directly into

Current SG account number Branch

4 We shall seek Societe General's clearance prior to transferring applicant's salary to any other bank

5 Ensure no further loan deduction from applicant's salary without the consent of the bank

6 We shall promptly notify the bank when applicant leaves our employment for any reason in the event of termination of appointment

Resignation Retrenchment Retrenchment Physical/mental incapacitation

and will pay the net of any severance and terminal benefit to you (i.e. after deduction of any liabilities to the company.)

7 This undertaking will remain in force until applicant fully settles his/her financial commitments to the bank and confirmed in writing by Societe General Ghana that the loan granted has been fully recovered.

8 We understand that this undertaking is neither a guarantee nor an assignment of employee's terminal benefits but will act responsibly not to prejudice the recovery of the credit facility advanced.

9 This undertaking confirms our understanding with the bank that the employer's endorsement and recommendation of the loan application form remains as such and the final decision as to whether or not to grant the loan ultimately lies with the Bank.

Name of Company Official

Signature of Company Official _____

Title/Designation

REQUIREMENTS

- 1 Voter's ID Passport Driver license National Health National Identification
- 2 Utility bill not more than three months old
- 3 2 months pay slip
- 4 Sketch direction to your house
- 5 Letter of under taking
- 6 One passport size picture