



## ezLOAN Application Form

### Instructions:

Please complete all applicable sections of this form in BLOCK LETTERS and forward a scanned copy of the completed form via e-mail to [enquiries@petrasales.com](mailto:enquiries@petrasales.com) or deliver a hard copy to our office at No. 113, Airport West, Dzorwulu, Accra.

If you require any assistance in completing the form, kindly contact our Customer Service Executives on 0242 435037 (Ext. 1).

### Requirements:

- A copy of 2 most recent pay slips
- 1 passport sized picture
- A copy of recent utility bill
- A scanned copy of a valid national ID
- A copy of 3 months bank statement
- A completed Direct Debit Authorization form

PLACE  
PASSPORT  
PHOTO  
HERE

### PERSONAL DETAILS ▼

Mr/Mrs/Ms/Dr/Other

\*Name:

\*Date of Birth:         \*Marital Status:  Single  Married  Divorced  Widowed

\*Gender:  Male  Female \*Home Town:  \*Nationality:

\*Social Security Number:  \*Mobile Number(s):

\*Highest Educational Qualification:  
 High School  Diploma  Degree  Post Graduate Degree Other, please specify

\*Identification Type:  Biometric Passport  Voter ID  National Health Insurance  National Identity

\*ID No.:  \*Date Issued:

\*Expiry Date:         E-mail Address:

\*Postal Address:

\*Residential Address: (Nearest Landmark)

\*Number of Years in Residence:

\*State of Residence:  Owned  Rented  Family Owned  Company Owned

\*Next of Kin:

\*Residential Address:  Mobile Number:

### EMPLOYMENT DETAILS ▼

\*Occupation:

\*Employment Status:  Permanent/Full-time  Contract  Self-employed  Unemployed  Part-time/Casual

\*Estimated Annual Income:  \*Day Salary Is Received:

\*Employer's Name:

\*Employee/Petra ID Number:

\*Postal Address:

\*Telephone Number:  E-mail Address:

\*Portion of contribution to be used (Please tick as applicable)

Employee only  Employer only  Both

**FOR EMPLOYER USE ONLY**

\*Has the employer contribution vested? Yes  No  \*Confirmed Date of Employment

\*Does the employer have a loan/lien to be recovered from employer contribution? Yes  No  If yes, please specify loan/lien amount

\*Name of Authorized Officer, Signature & Stamp

Name:

Signature & Stamp:

Phone Number:

Date:

Disclaimer: Official stamp and signature from company verifies that all information provided are accurate.

**LOAN DETAILS**

\*Loan Amount Requested:

\*Purpose of Loan:

\*Duration of Loan:   
(Up to 12 months)

Processing fee: 2%

Interest on Facility: 2% per month

\*Account used to secure loan:

Petra Opportunity Pension Scheme (Provident Fund/Tier 3)

Savings Booster

Both

\*Mode of Loan Disbursement:

Mobile Money (MM)

Mobile Money No:

Transfer to Existing Bank A/C

Account Name:

Account Number:

Bank Name:

Branch:

Please check this box if the account is your salary account

**CHARGE OVER CONTRIBUTIONS**

I certify that I have applied to access a loan facility of ..... (GHS).....  
from letshego (Ghana) Plc, whose registered Head Office is at 4th Floor, Cocoshe House, Off Agostino Neto Road, Airport City, Accra on .....  
and that I hereby pledge my Vested Tier 3/Savings Booster balance to the facility herein stated. D DMMYYYY

I, therefore, consent and authorize Petra Trust Company Limited (Petra Trust) to pay from my Vested Tier 3/Savings Booster balance any claim of the Collateral Amount, together with interest accrued on the said facility directly to letshego (Ghana) Plc in the event of default.

I agree and understand that:

- this arrangement would remain in force until cancelled in writing by me and confirmed by letshego.
- while this agreement remains in force, Petra Trust will make payments to cover the Collateral Amount on the loan directly upon request from letshego.
- Petra Trust may provide any information regarding my contributions to letshego as may be requested without further notice to or consent from me; and
- letshego may register this charge in any register required by law.

I certify that the information provided is true and accurate; any falsification renders my application null and void. I further certify that my pledged Tier 3/ Savings Booster balance is my sole property and that no other party has a claim over it.

\*Name of Customer

\*Signature of Customer

\*Date

**(FOR OFFICIAL USE ONLY)**

**COLLATERAL DETAILS**

\*Petra ID:

\*Total Tier 3/Savings Booster Balance:

\*Vested amount to be used as collateral:

Name of Authorized Official: .....

Position/Job Title: .....

Date: .....

Stamp

Tel No: .....

Signature: .....

**(FOR BRANCH USE ONLY)**

Branch Manager's Name:

Mobile Sales Consultant's Name:

Branch:

**GENERAL TERMS & CONDITIONS**

These terms and conditions must be read in conjunction with the Loan Schedule and shall form part of your Loan Agreement with letshego (Ghana) Plc ("letshego")

**DECLARATION BY YOU**

- When you apply for a loan from letshego you declare that:
  - you have the legal capacity to enter into this Loan Agreement;
  - all the information that you have provided to letshego in relation to this Loan Agreement is truthful, accurate and complete;
  - you agree that you may not unilaterally cancel loan repayment deductions until the loan has been repaid in full.

**PRIVACY & DATA PROTECTION**

- You hereby provide consent and authorize letshego to:
  - contact any third party that it may deem appropriate to verify that the information which you have given in respect of this Loan Agreement is correct;
  - submit any information about this Loan Agreement to a credit bureau licensed under the Credit Reporting Act, 2007 or to any other financial institution;
  - obtain credit reports on you/your credit information from any credit bureau for the purpose of credit management and to notify the Credit Bureau of changes to the information that letshego becomes aware of as regards information submitted in respect of you/yourself;
  - engage the services of an external service provider, including Jicama 311 (Pty) Ltd, a company incorporated in the Republic of South Africa, for the purpose of processing information about this Loan Agreement and your personal data on behalf of letshego.
- letshego shall, subject to these terms and conditions, keep your information private and confidential and shall deal with your personal information in terms of letshego Privacy Policy that can be viewed at [letshego.com.gh/privacy](https://letshego.com.gh/privacy).

**APPLYING FOR A LOAN FROM letshego**

- By signing the letshego Loan Application form in the space provided you agree to be bound by these general terms and conditions. Your signature will constitute your offer to letshego to enter into a Loan Agreement upon these Terms and Conditions and the Loan Schedule. If your application is accepted by letshego, the Loan Schedule will be explained to you before the loan is disbursed to you.
- Your application may be accepted or declined by letshego at its sole discretion and letshego is under no obligation or duty to approve your application with or without providing reasons to you.

#### **□ APPROVAL AND PAYMENT**

- letshego shall notify you if it approves your application for the Loan and will then disburse the Loan amount to you against your confirmation of your acceptance of the Loan Schedule. The Loan Agreement between letshego and you shall become binding when letshego pays the Loan amount to you or into your designated bank account.
- letshego shall pay the Loan into the bank account that you nominated in the letshego Loan Application form or cash if requested (if the loan amount is less than GHS 1,000).
- You hereby agree that you cannot hold letshego liable for any loss that may occur in transferring the loan into the bank account that you have indicated.
- Once your loan has been approved, you may reserve the right to refuse the loan.

#### **□ INTEREST RATE, INSURANCE PREMIUM AND FEES**

- The total monthly instalment in the Loan Schedule shall include interest charged on the Loan at the rate shown in the Loan Schedule.
- The Loan shall also be subject to a once-off initiation fee as set out in the Loan Schedule.

#### **□ REPAYMENT**

- You agree to repay the total amount of the Loan, interest and other charges as set out in the Loan Schedule upon the terms of the Loan Agreement.
- Repayments will be used firstly to pay legal costs (if any) and thereafter additional/penalty interest or charges (if any), then the total cost of credit and lastly to reduce the balance of the outstanding amount originally advanced to you.
- You hereby irrevocably instruct letshego to deduct the monthly installments directly from your bank account with effect from the first day of the first calendar date after this Loan Agreement became effective until the Loan has been repaid in full. The deductions shall be in equal monthly installments as shown in the Loan Schedule.

#### **□ ARREARS INTEREST AND CHARGES**

- letshego shall be entitled to increase your monthly installments to include late payment charges (if applicable) or to extend the repayment term of the Loan to provide for the payment of any late payment charges.
- letshego shall have the right to charge a fee of up to fifteen percent (15%) per month of the total arrears amount.
- Should you wish to settle your loan early, letshego may charge an early settlement fee equal to 30 days' interest on the outstanding balance of the loan amount.

#### **□ DEFAULT**

- letshego may demand immediate repayment of the entire remaining loan balance and any other amounts owing under this Loan Agreement if:
  - you commit any breach of this Agreement and if you remain in default for a period of more than 30 (thirty) days notwithstanding demand from letshego to rectify your default;
  - you become insolvent;
  - you have made any false or misleading representation at the time of applying for the loan; or
  - you become deceased.
- If this Loan Agreement is being cancelled for any reason, then the full remaining balance of the Loan together with any other amounts owing under this Loan Agreement shall immediately become due and payable.

#### **□ SECURITY**

- Your total Tier 3 vested balance in the Petra Opportunity Pension Scheme, held at the Petra Trust Company Limited ("Petra"), is hereby pledged to letshego in security for the due performance of all your obligations under this Agreement, including for the repayment of all amounts that may become due and payable in terms hereof.
- You hereby authorize and instruct Petra to provide the following information to letshego regarding your total Tier 3 balance:
  - The total vested balance as at the date of your application for a loan from letshego;
  - All contributions that have been made by you to the Tier 3 balance during the 6 (six) months immediately preceding your loan application; and
  - The value of your Tier 3 balance from time to time and any contributions made by you to your Tier 3 balance during the currency of this Agreement.
- You further authorize and instruct Petra to pay from your Tier 3 balance, any claim from letshego, directly to letshego, for any amount that may become due and payable by you in terms of this Agreement, but that remains unpaid for a period of 3 (three) months or more. You further instruct Petra, for the duration of your loan, not to redeem your Tier 3 balance to you, if the redemption will result in the outstanding loan from letshego to be greater than 85% of such Tier 3 balance,
- The security over your Tier 3 balance will remain in place until letshego has confirmed that you have repaid all moneys that may become due in terms of this Agreement.
- For the duration of the security pledge over your Tier 3 balance, you may submit redemption requests against your Tier 3 balance, but subject to 9.3 above.
- letshego may register the pledge and security over your Tier 3 balance in any registry required or permitted by law. letshego shall be entitled, but not obliged, to collect the reasonable costs associated with any such registration from me.

#### **□ TRANSFER OF RIGHTS**

- You hereby consent to letshego transferring (by way of cession, assignment or any other manner recognized in law) any of its rights or obligations under this agreement to any third party or arrange for any other person to carry out letshego's rights or obligations under this agreement without letshego being required to obtain further consent and or approval from you.

#### **□ LEGAL AND OTHER COSTS**

- letshego shall have the right to engage the services of a third party to ensure collection from you in the case of your default.
- You may be held responsible for any reasonably incurred legal and other costs and expenses incurred by letshego in attempting to obtain repayment of any money owed by you to letshego under the Loan Agreement.

#### **□ JURISDICTION AND DISPUTE RESOLUTION**

- This Agreement shall be governed and construed in accordance with the laws of the Republic of Ghana.
- Any dispute, controversy, claim or interpretation arising out of or relating to this Loan Agreement shall be finally settled by arbitration under the auspices and Rules and the Ghana Arbitration Centre by one or more arbitrators appointed in accordance with the Rules of the Ghana Arbitration Centre.

#### **□ NOTICES**

- Any notices, letters and other communications required to be delivered or served under this Agreement shall be in writing, and delivered or served either:
  - by hand, at the physical address provided in the letshego Loan Application form. In such an event, the notice shall be deemed to have been duly given at the time of receipt; or
  - by registered post to the addresses provided in the letshego Loan Application form. Any such notice sent by registered post shall be deemed to have been received within ten (10) days after being sent.
- letshego shall also be authorized to send notices to you to the contact details provided by you in the letshego Loan Application form and any notices sent to you by SMS or by email shall be deemed to be delivered to you on the first business day following the day of its transmission/day of the notice having been sent by letshego.
- You shall inform letshego of any change in residential or mailing address.
- letshego shall inform you of any change in their address.

#### **□ DIRECT DEBIT ORDER AUTHORIZATION**

- You agree to sign a direct debit order instruction in favour of letshego for the repayment of any amount/s that may become due in terms of the loan.

#### **□ GENERAL**

- This Agreement (consisting of the letshego Loan Application form, the Loan Schedule and these Terms and Conditions) sets out the entire Agreement between you and letshego concerning the Loan and supersedes any representations, warranties, course of dealing or agreements (written or oral) previously made between you and letshego.
- If there are any contradictions between the terms contained in the letshego Loan Application form and the Loan Schedule, then the provisions of the Loan Schedule shall prevail.
- Every clause shall be severable from the rest. If any clause is found to be unenforceable, it shall not affect the validity or enforceability of the rest of the Loan Agreement.
- This Agreement shall constitute the terms of the Loan Agreement between you and letshego and any amendments may only come into force or effect if it is in writing and signed by you and letshego.
- If for any reason or purpose letshego does not immediately enforce or implement any of its rights in terms of this Loan Agreement, it shall not prejudice letshego's right thereafter to strictly enforce the same.