

**MZUZU UNIVERSITY**

*TO BE COMPLETED IN DUPLICATE*

Ref.: ADM/12/09/17

Employment No.: .....

**To:** The University Registrar  
Mzuzu University  
Private Bag 201  
Luwinga  
**MZUZU**

Dear Sir,

**APPLICATION FOR THE NATIONAL BANK EMPLOYER GUARANTEE LOAN SCHEME**

I \_\_\_\_\_ Post \_\_\_\_\_ wish to apply for a loan of K \_\_\_\_\_ from National Bank of Malawi, under the employer guarantee facility.

My date of appointment to the University was on \_\_\_\_\_

For those on fixed term contract, Contract duration is \_\_\_\_ years effective \_\_\_\_\_

My present Gross monthly salary is K .....

My loan obligations with other banks obtained through an undertaking made by the University:

<b>S/N</b>	<b>Bank</b>	<b>Amount of Loan</b>	<b>Repayment period</b>	<b>Monthly deduction</b>

I wish to repay this loan in ..... monthly installments.

Application Date: Signature: \_\_\_\_\_

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**A. TO BE COMPLETED BY ACCOUNTS**

Monthly salary: \_\_\_\_\_

**MZUZU UNIVERSITY**

Outstanding loans with the University:

	<b>Type of Loans</b>	<b>Amount Outstanding</b>	<b>Last Instalment Due</b>
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____
6)	_____	_____	_____

Net: \_\_\_\_\_

Net after this loan: \_\_\_\_\_

50% Net: \_\_\_\_\_

Date: \_\_\_\_\_

Accountant: \_\_\_\_\_

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**B. RECOMMENDATION FROM THE COMMITTEE**

**Approved/Not Approved:** \_\_\_\_\_ if not approved, Give reasons

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendation/Guidance \_\_\_\_\_ to  
applicant: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Chairperson: \_\_\_\_\_