

LOAN AGREEMENT FORM

NAME OF EMPLOYEE : _____

DATE OF APPLICATION : _____

loan of _____ applied to "[Company Name]" for
SAMPLE

The reason that I wish to apply for this loan from the company:

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I acknowledge that the approval of the loan is within the discretion of the "[Company Name]" management. I also agree that all information provided to substantiate my application must be accurate and that false or misleading information has been provided that serious disciplinary action may be taken against me.

I agree that should the loan be approved, that the full amount of R_____ will be deducted from monies owing to me by "[Company Name]" prior to the amount paid to me.

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I also agree that should I ever leave the employ of "[Company Name]" before this loan has been fully repaid, the remaining balance may be deducted from any monies still owed to me by "[Company Name]" including but not limited to leave pay, notice pay, severance pay or salary.

Signed on "[Insert Date]" at "[Insert Place]"

"[Insert Signatory's Name]"

ee
Signed on "[Insert Date]" at "[Insert Place]"
SAMPLE

"[Insert Signatory's Name]"

Employer

Please complete banking

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Account Holder Name: _____

Bank Name: _____

Branch Number: _____

Account Number: _____

Account Type: _____

VIEW