**FORM 4**

**FORM OF LOAN ACCOUNT BOOK**

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| **Particulars of loan** | **Particulars of borrower(s)** | **Particulars of surety(ies)** |
| Loan account number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of borrower(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Name of surety(ies): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Personal identification, incorporation or registration number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Personal identification, incorporation or registration number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Amount of loan (principal) **(P)**: \_\_\_\_\_\_\_\_\_\_\_\_\_ | Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Interest rate per month: \_\_\_\_\_\_\_\_\_\_\_\_ | Contact no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact no.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Interest rate per annum: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Dates when repayments fall due:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Tenure of loan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

**Repayment history**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Interest charged($)(A) | Late interest charged($)(B) | Late fee charged($)(C) | Other permitted fees charged ($)(D) | Total amount paid ($)(K)=(E)+(F)+(G)+(H)+(I)+(J) | Amount paid towards principal ($)(E) | Amount paid towards interest ($)(F) | Amount paid towards late interest ($)(G) | Amount paid towards late fees ($)(H) | Amount paid towards admin fees ($)(I) | Amount paid towards other permitted fees ($)(J) | Outstanding Principal($)(L)=(P)–(E) | Outstanding Balance($)(M)= (P)+(A)+(B)+(C)+(D)-(K) | Mode of payment, e.g. cash, cheque, interbank GIRO or others\* | Cash Account Book Entry No.  | Receipt No.  |