**STAFF LOAN REQUEST FORM**

This form is intended to be completed by any staff member requesting a loan or salary advance from the company. All fields must be completed accurately. The approval process will follow internal financial guidelines and policies.

**SECTION 1: STAFF DETAILS**

|  |  |
| --- | --- |
| Full Name: |  |
| Department: |  |
| Designation: |  |
| Phone Number: |  |
| Email Address: |  |

**SECTION 2: LOAN DETAILS**

|  |  |
| --- | --- |
| Amount Requested (₦): |  |
| Reason for Loan: |  |
| Proposed Repayment Plan: |  |
| Repayment Start Date: |  |

**SECTION 3: STAFF DECLARATION**

I, the undersigned, confirm that the information provided above is accurate and complete. I understand that any loan or advance given is subject to the policies of the company and must be repaid in accordance with the agreed terms.

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

**SECTION 4: HR/FINANCE REVIEW**

|  |  |
| --- | --- |
| Reviewed By: |  |
| Comments: |  |
| Recommendation (Approve/Decline): |  |

**SECTION 5: MANAGEMENT APPROVAL**

|  |  |
| --- | --- |
| Approved Amount (₦): |  |
| Final Repayment Plan: |  |
| Authorized Signatory: |  |

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