



Norwich Credit Union Ltd
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 office@norwichcreditunion.org.uk
 Registered No: 213351 / 155C

LOAN APPLICATION

Member Number: _____

Date: _____



PERSONAL INFORMATION Office: all items in this box need to be up-to-date and checked with BACUS

First Name _____ Surname _____

Address _____

Post code _____ Changed since joining NCU? _____

How long have you lived at this address? _____ If less than 12 months, please give previous address & how long you lived there _____

Confirm BACUS entry (OK) or member to update: Tel: _____ Mobile: _____

e-mail: _____ NI# _____ Date of Birth: _____

Bank Account details _____ To be used for loan? Yes / No

NCU ACCOUNT INFORMATION Date of Joining (for first loan only) _____

Present Share Balance £ _____ Present Loan Balance £ _____

Regular savings/payments for last 3 months? Yes/No If no, give reasons _____

LOAN APPLIED FOR: Emergency / Half-price / Standard / Large - for more than £5000 (Please circle)

I hereby apply for a loan of (amount) £ _____ and in words _____ pounds

Purpose of loan _____ The new loan balance will be £ _____

To be paid in instalments of £ _____ over (number of months or weeks) _____ Starting _____

I will also save (per month/week) £ _____ Total Payments £ _____ month/week

Applicant's signature _____ Date _____

Stage 1 Assessment (for office use only):

Is the new loan balance within the policy ratios (2x for first loan; 3x for subsequent loans)? **Yes / No**

Does the loan involve a top-up? **Yes / No** If Yes, has payment been regular over the last 6 months? **Yes / No**

What will the exposure be, if the loan is approved? _____ What is the Member's Loan Record to date? _____

If the current assessment is not A or B, are you satisfied that the situation is now better? Explain why? _____

Half-price loans, Emergency Loans and loans within the policy ratios, with regular recent savings and (for top-ups, regular payments for previous 6 mnths) can be approved by 1 authorised person if exposure is under £1000. **PTO**

Ensure that Page 2 is completed for all first loans, for any loan with exposure of £1000 or more AND (for loan insurance purposes) for all members over 65 or with a terminal illness.

ADDITIONAL INFORMATION

Employer (name/address) _____

Start date _____ Current position _____ Monthly take home pay £ _____

List benefits received _____ No. of dependants _____

Landlord (if applicable) _____ Monthly Rent/Mortgage £ _____

I am indebted to the following creditors (bills, instalments, mortgages & accounts). If none, state "None".

Creditor	Balance £	Payments £	Any Arrears £
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I am not indebted to any other Credit Union, Bank or Loan agency (including the DWP) either as a borrower or a guarantor except as stated above. The statements herein are made for the purpose of obtaining the loan and are true to the best of my knowledge and belief.

APPLICANT'S SIGNATURE _____ Date _____

DECLARATION OF GOOD HEALTH (for insurance purposes)**To be completed by all applicants over 65 or of any age with a terminal illness**

Please sign either Section A or B

Section A

I confirm that in the past 12 months I have had no medical treatment, consultations, investigations or surgery for any of the following conditions: Cancer, Cardiovascular Disease (e.g. Heart Attack, Angina), Cerebrovascular Disease (e.g. Stroke, Brain Haemorrhage), Diabetes or any disease of the Kidneys, Liver or Lungs. Nor have I had any other in-patient treatment. I confirm that I am currently in good health

Signed _____ Date _____

Section B

If you are unable to complete Section A, please give full details of any condition suffered, including details of treatment and dates. Please continue on a separate page if necessary.

Signed _____ Date _____

Stage 2 Authorisation:

- under £1000 exposure and fully in policy: single signature,
- £1000-£1999 in policy: 2 signatures, £2000- £2999 or any loan up to this exposure not within normal policy: 3 signatures.

_____ 1st signature_____ 2nd signature_____ 3rd signature

Please explain to the Member that for exposure of over £3000 or any Large Loan or any loan where there are concerns, there will be an interview. Credit Committee will want to see proof of ID, current address, residency status, evidence of employment status and income and a Bank Statement for proof of expenditure and commitments. A Guarantor may be required.

Action taken at remote	Initial when done
Request approved	
Loan agreement checked	
Entered on remote	
Cash/cheque to member	
Action required – Please indicate (*) if needed	
Amendments on host	
Enter loan on host	
Prepaid card payment	
Bank Transfer	
Credit Committee action	
Other	