**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. |