

Date: DD / MM / YYYY

The Chairperson  
Suseed Multi-Purpose Cooperatives Society Ltd  
UASC Building, No. 1 Serenity Road,  
along Karshi-Apo Bye-pass Way,  
Karshi, Abuja, FCT, Nigeria

Dear Sir/Ma

### CREDIT/LOAN APPLICATION LETTER

I,  First Name  Mid-Name  Surname whose  means of identity is attached and resident at  Insert your full residential address here (including a landmark)

am a financially up-to-date member of Suseed Multi-Purpose Cooperatives Society (SMPCS) Ltd with registration number is  write your membership number

I own and have been in this business of  Briefly describe/state the nature and type of your business on which this loan is being applied for

for the past  >2yrs years. So far, I have invested my personal funds of about ₦  in this business since its inception in  Year

I write to apply for a loan of ₦  Amount in figures (  amount in words )

for the purpose(s) of:

| Provide a breakdown of loan fund utilization |  |            |
|--|--|------------|
| S/N  | State the specific use(s)/items to be purchased for which the loan fund is being requested | Amount (N) |
| 1  |  |            |
| 2  |  |            |
| 3  |  |            |

I am compelled by the following major needs/reasons to justify my request for this loan facility:

| s/n | Need/Reason | Justifications |
|-----|-------------|----------------|
| 1   |             |                |
| 2   |             |                |
| 3   |             |                |

I wish to state that I am not currently indebted to SMPCS Ltd or any other lender. From my experience and available records, this business I am doing is profitable because it provides a return on investment (ROI) of  % on every ₦  invested in working capital. I am willing and ready to provide a detailed  business plan showing the profitability and cash flows analysis to support my assertion. The total credit turnover in my bank account(s) in the last twelve (12) months is at ₦ . I am willing and ready to provide my  bank account statement(s).

The following are major risks associated with this business and measures we have put in place to mitigate them:

| s/n | Nature/Type of Risk | Mitigating measures |
|-----|---------------------|---------------------|
| 1   |                     |                     |
| 2   |                     |                     |
| 3   |                     |                     |

Also included in my business plan is my business operating cycle which shows clearly the end-to-end steps in conducting my business with timelines. This loan shall be fully repaid primarily with cash flows generated from the business especially payments made by major off-takers including:

|                               |                             |                               |
|-------------------------------|-----------------------------|-------------------------------|
| 1. Name: <input type="text"/> | Phone: <input type="text"/> | Address: <input type="text"/> |
| 2. Name: <input type="text"/> | Phone: <input type="text"/> | Address: <input type="text"/> |

NOTE: SMPCS reserves the right to conduct background checks to confirm the authenticity and capacity of these off-takers

I understand that my business needs insurance cover. However, if your offer letter gives me this as a condition precedent to disbursement of the loan, I must ensure an insurance policy (from any of the SMPCS-approved insurance companies) is provided during the loan documentation.

I shall pledge the following tangible assets (with their titles and receipts) as collateral in custody of SMPCS Ltd to secure this loan throughout the tenor:

| s/n | Description of Collateral Asset | Title Document | Owner's Name on Title | Location Address | Market Value (₦) |
|-----|---------------------------------|----------------|-----------------------|------------------|------------------|
| 1   |                                 |                |                       |                  |                  |
| 2   |                                 |                |                       |                  |                  |

NOTE: SMPCS reserves the right to verify each collateral and its ownerships. Provision of false document and/or information leads to cancellation of loan request and prosecution of the Borrower.

While giving you the assurances of my proper utilization and prompt repayment this loan when availed, I look forward to your positive response.

Thank you.

Yours sincerely,

SIGNATURE:  DATE:  /  / 20  PHONE NUMBER:

Same as in the means of Identity attached