



## LOAN INTRODUCTION & DEBT DECLARATION FORM

**Date:** .....

**To:**

*The Manager*

**Pota Easy Money Solutions Ltd**

*Zambia*

**RE: CONFIRMATION OF:** \_\_\_\_\_

This serves to introduce the above-named employee who is currently employed at \_\_\_\_\_  
under the **(Company/Ministry/Organization Name)**, located in the \_\_\_\_\_ district.

The employee holds **NRC number** \_\_\_\_\_ and **Employee/Staff ID number**  
\_\_\_\_\_. The individual is on the official payroll and currently serves on a **permanent**  
basis. The employee is expected to retire at the age of \_\_\_\_\_ in the year \_\_\_\_\_ (if applicable). Kindly  
assist them with the services required, as they are a bona fide employee of the mentioned institution.

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### Section A: Personal Information

- **Full Name:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_
  - **Phone Number:** \_\_\_\_\_ **Residential Address:** \_\_\_\_\_
  - **Employer:** \_\_\_\_\_
  - **Position/Job Title:** \_\_\_\_\_ **Employment Type:**  Permanent  Contract  Other: \_\_\_\_\_
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### Section B: Declaration of Existing Debts

Please indicate all current debt obligations.

Do you currently have any existing loans, credit facilities, or debt obligations?

Yes       No

If **yes**, Please Specify below:

**Debt Owed**

- Name of Institution/Lender: \_\_\_\_\_
- Type of Loan or Credit: \_\_\_\_\_
- Current Outstanding Amount (ZMW): \_\_\_\_\_
- Monthly Repayment Amount (ZMW): \_\_\_\_\_
- Final Payment/Maturity Date: \_\_\_\_\_

**Section C: Declaration and Consent**

I, the undersigned, hereby declare that the information given above is accurate and complete to the best of my knowledge. I consent to Pota Easy Money Solutions Ltd conducting verification of the information provided and obtaining necessary references or reports from other financial institutions.

**Applicant's Signature:** \_\_\_\_\_

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

**Authorized Confirmation by Employer**

I hereby confirm that the above-named employee is in active service with this organization and the information provided is accurate based on our records.

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

*Official Stamp:*

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**For Official Use Only (Pota Easy Money Solutions Ltd)**

- **Received By:** \_\_\_\_\_
- **Date:** \_\_\_\_\_
- **Remarks:** \_\_\_\_\_