



## EMPLOYER'S CERTIFICATION OF INCOME

Please return to: [ ]

HFC BANK (GH) LTD  
P. O. BOX CT 4603  
CANTONMENTS  
ACCRA

[Affix Certificate & Seal of Notary Public Here]

Date:

Dear Sir/Madam:

Your employee named herein has applied to us for financial assistance. In order to facilitate his/her getting a loan from us, you are kindly requested to complete PART II of this form and return it to us.

### PART I: REQUEST (TO BE FILLED BY APPLICANT)

I have applied for a loan from HFC Bank (Gh) Ltd and have stated that I am now employed by you. My signature below authorises verification of information in respect of my employment.

Name of Applicant                      Employee No. (if any)      Department                      Signature of Applicant

.....

### PART II: VERIFICATION OF PRESENT EMPLOYMENT (TO BE FILLED BY EMPLOYER)

EMPLOYMENT DATA		ANNUAL PAY DATA	
1. Applicant's		1. Basic Pay:	
(a) Date of birth:		2. Other Income:	
(b) Qualification:		Commission:	
(c) Date of joining:		Mortgage Subsidy:	
2. Present Designation		Sub-Total	
3. Is employment permanent?		Deductions	
4. Does Applicant qualify for mortgage subsidy?		1. Tax:	
		2. Social Security:	
		3. National Insurance:	
		4. Other:	
		<b>Net Salary</b>	

### DECLARATION:

1. We the employers of the above named..... certify that the above details relating to employment and the emoluments thereof are correct and accurate.
2. We consider..... to be honest and trustworthy and do not think he/she will enter into any obligation, which he/she cannot keep.

Signature and Stamp of Employer

Date