



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.

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:

For Official Use Only (Pota Easy Money Solutions Ltd)

- **Received By:** _____
- **Date:** _____
- **Remarks:** _____