

# UPNMG MART

## HIRE PURCHASE APPLICATION FORM A

PLEASE READ THROUGH THE AGREEMENT CAREFULLY BEFORE APPENDING YOUR SIGNATURE

This Hire Purchase and Agreement Form constitute a legally binding agreement between the applicant and UPNMG MART

### Applicant Name and Address

Legal Name: \_\_\_\_\_  
Surname First Name Middle Name  
Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ SSNIT# \_\_\_\_\_  
Voter's ID No. \_\_\_\_\_ Sex: Male  Female   
Residential Address: \_\_\_\_\_ Work Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Contact Details

Phone: \_\_\_\_\_  
Home# Work# Mobile# Mobile#  
Email: \_\_\_\_\_

Reference (Please provide reference, reference should be your close relative)

Legal Name: \_\_\_\_\_  
Surname First Name Middle Name  
Phone: \_\_\_\_\_  
Mobile# Mobile#  
Voters ID No: \_\_\_\_\_

### Employment

Employer: \_\_\_\_\_ Division \_\_\_\_\_  
Staff ID. \_\_\_\_\_ Occupation \_\_\_\_\_  
Employment Start Date: \_\_\_\_\_ Employment Location \_\_\_\_\_

### Hire Purchase

Net salary GHS \_\_\_\_\_ Max Installment GHS \_\_\_\_\_  
(Affordability)  
Cost of Item GHS  Installment per month GHS: \_\_\_\_\_  
Hire Purchase Term: (Months)  1.  3  6  12  18  24  
 Other

### Declaration

I have hereby purchased an item in the amount fully disclosed herein. I confirm that, I have read the general terms and condition of this hire purchase Agreement. I am also aware of the total cost of the item and the monthly repayment due:

Client signature: \_\_\_\_\_ Mart Officer: \_\_\_\_\_  
Date: \_\_\_\_\_ Mart officer signature: \_\_\_\_\_

### Authorized by (For official use only )

Name \_\_\_\_\_ Position \_\_\_\_\_  
Signature: \_\_\_\_\_ Date \_\_\_\_\_

### Acknowledgement and receipt of item

I \_\_\_\_\_ hereby acknowledge receipt of (name of item) \_\_\_\_\_  
on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_  
Client Signature \_\_\_\_\_ Mart Cashier Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART B-GENERAL TERMS AND CONDITIONS

Declaration and authorization given by applicant

I ..... (The applicant), declare and agree that 1. The information I have provided in the application form is correct 2. I have reviewed all the information on Hire Purchase Form A; setting out the full details of my repayments if the item is granted and they are the same as those that I was shown before I signed this agreement 3. I understand the terms of the Agreement as explained to me in English 4. I have read the Agreement or it has been read to me. 5. Where the installments are deducted from my salary I acknowledge that I may not unilaterally cancel that deduction until the item has been repaid for in full.

I agree that by signing this declaration, I give UPNMG MART permission to: 1. Contact anyone to check that the information which I have given on Hire Purchase Form A is correct 2. Obtain details from any party about my financial status and banking details including a credit record and payment history 3. Given information about this agreement to any party, including a Credit Bureau(s) 4. Assign its right title and interest herein to any party or entity nominated by UPNMG MART 5. Report to the Ghana Police or similar organization any details where fraud is/or has been committed regard to this applicant. 6. Forward marketing materials and offerings of other UPNMG MART products to me.

Application and approval: You apply for an item on hire purchase by completing and signing this document. Only when UPNMG MART approves the item and gives it out to you will this document become a binding agreement between UPNMG MART and you. Payment and approval: After UPNMG MART has approved the application for an item; the item will be delivered to you.

Interest Rate: The interest charged on the item will be at a fixed rate, calculated and capitalized over the repayment period. Should you fail to make a payment on the due date or where grants you an extension for payment, the interest that accrues on the full outstanding amount will be capitalized monthly at the discretion of and interest will be charged of total amount then outstanding at the fixed percentage. Should it become necessary for institute legal action for the recovery of any item, UPNMG MART shall be entitled to claim the entire amount outstanding at the time legal proceedings commences.

Cooling off period: Once the item has been given to you, this contract is in effect and you are obliged to pay the full contractual amount to UPNMG MART. Insurance: There is no insurance cover and in the instances of death, disability, retrenchment, dismissal, loss of employment etc. the borrower or his estate will be liable for the settlement of outstanding amount. Changes: This agreement will be the only agreement between you and changes must be effected in writing.

Repayment: After the item has been given to you according to the agreement between UPNMG MART and you, the full contractual amount set out in part A must be repaid in equal installments as shown. Despite agreeing to have installment deducted from your monthly salary, you remain responsible for making sure that the payments are paid to UPNMG MART on time. Repayments will be used firstly to pay legal costs (if any) and thereafter additional/penalty interest (if any), then the total cost of credit and lastly to reduce the balance of the outstanding amount.

Credit Check: I consent by this Item Application form, that UPNMG MART is entitled to use the service of a Credit Reference Bureau as part of the checks on my credit worthiness to determine my suitability to be granted an item.

Early Settlement Calculation: Early settlement Calculation will be at the discretion of UPNMG MART. The administration fee is a non-refundable fee and will not be discounted on early settlement.

Default and Acceleration: UPNMG MART may immediately demand payment of the whole amount outstanding at any time if you: 1. Commit any breach of this agreement or become insolvent. 2. Die. 3. Made a false representation at the time of applying for the item. 4. Do anything that may prejudice UPNMG MART rights in terms of the Agreement. 5. Lose your employment at where employed at the time the item was given out.

When an applicant's employment is terminated, UPNMG MART may deduct all amounts outstanding from the applicant's benefit. By exercising its right to accelerate the repayment of the item UPNMG MART will not lose or be limited in any way from exercising any other rights that the law may give it. Jurisdiction: You and UPNMG MART agree that this agreement is subject to the jurisdiction of the laws of Ghana.

Addresses: All notice or letters that UPNMG MART may want or have to send to you will be sent to your address as reflected in Part A of this Hire Purchase Application and Agreement Form. These will be deemed received by you within 3 working days after being sent by registered post. If you change your address, as stipulated in the Hire Purchase Agreement and Applicant Form (Part A), you have to inform UPNMG MART in writing within 7 working days.

Item: in this agreement refers to any item(s) UPNMG MART has agreed to give to you at an agreed fee paid over an agreed period of time.

Signed at ..... on this ..... day of ..... 20.....

Applicant's name in full..... Applicant's signature.....

Full name of UPNMG MART representative: ..... signature: .....  
PART C-PAYROLL INSTRUCTION

In pursuance of the conditions on which the item was granted, I hereby irrevocably instruct the Payroll Department of any Employer at the date of signing this Agreement, deduct the installments as reflected in this Agreement from my remuneration until the contractual amount has been repaid in full. The installment amount may be varied upon the request of UPNMG MART in the event of a general increase or decrease in the interest rates applicable to the item, or where the installments are rescheduled as a result of default or other arrangements. A variation as aforementioned will result in the total contractual amount being adjusted accordingly. I acknowledge that the item would not have been granted to me had my employer not conducted an agreement with UPNMG MART in terms whereof my employer is contractually bound to make the aforementioned deductions. Again, I further acknowledge that I will pay for the item in full or alert UPNMG MART in writing if I have any misgiving concerning the transaction thereof.

Should my employment be terminated before the item has been paid for in full, I authorize my employer to deduct the outstanding balance of the item from all amounts that become payable to me as a result of the termination of my employment.

Signed at ..... on this ..... day of ..... 20.....

Applicant's name in full..... Applicant's signature.....

## **REQUIREMENT FOR HIRE PURCHASE**

- **FILL THE UPNMG HIRE PURCHASE FORM AND SCAN**
- **MANDATE FORM (GENERATE TWO OR MORE MANDATE NUMBERS)**
- **VOTER ID CARD**
- **1 PASSPORT PICTURE**
- **AFFORDABILITY**
- **SSNIT CARD (OR ANY OTHER ID APART FROM GHANA CARD AND NHIS CARD)**
- **TWO CURRENT PAYSLIPS AND SIGN ON THEM**

**NB: PLEASE SCAN ALL DOCUMENTS AND SEND TO [upnmgmart@gmail.com](mailto:upnmgmart@gmail.com)**

**CONTACT [0555115940/0372099642](tel:0555115940/0372099642) FOR ANY ASSISTANCE OR CLARIFICATION**