



THE WEST AFRICAN EXAMINATIONS COUNCIL
PRIVATE MAIL BAG.NO.1022,YABA,LAGOS

APPLICATION FORM FOR SALARY/TUITION/RENT/VEHICLE
RE-FURBISHING LOAN/ADVANCE

PART A
(TO BE COMPLETED BY APPLICANT)

1. Name of Applicant:
 2. LP Number:
 3. Grade of Applicant:
 4. Unit/Department:
 5. Salary Per Annum: **N**.....
 6. ADVANCE NOW REQUIRED
 1. Amount Required: **N**.....
 2. Purpose:
 3. To Be Refunded In:Installments.
- Date: Signature

7. GUARANTOR

I undertake to stand surety for the advance.

Name:Unit/Dept./Division.....

Grade/Rank:Salary Per Annum **N**.....

Signature:

Sign on a 50K Postage stamp

Date:

WITNESS: Name: Signature and Date:

8. RECOMMENDED / NOT RECOMMENDED. PLEASE

.....
 HEAD OF DIVISION

PART B

FOR USE BY THE FINANCE DIVISION

9. PARTICULARS OF ADVANCES TAKEN IN THE PAST 5 (FIVE) YEARS

(1)	<u>Salary Advance</u>	<u>Time Taken</u>
	#.....	#.....
	#.....	#.....
	#.....	#.....

(2)	<u>Tuition Advance Amount</u>	<u>Date Received</u>
	#.....	#.....
	#.....	#.....
	#.....	#.....
	#.....	#.....
	#.....	#.....

(3)	<u>Car/Motor Cycle/ Bicycle Amount</u>	<u>Date Received</u>
	#.....
	#.....
	#.....
	#.....
	#.....

Balance now outstanding. #

I certify that no advance is outstanding against/the advance outstanding against
Mr./Mrs./Miss..... is as above.

Please I recommend/do not recommend the above advance because
.....
.....
.....

FINANCE DIVISION

PART C

10. Advance Authorised

.....
DIRECTOR OF ADMINISTRATION

11. Payment Approved

.....
DIRECTOR OF FINANCE