



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

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

| | | |
|-----|-----------------------------------|----------------------|
| (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