

PROGRESS CHECK LIST

LOAN CYCLE : (BASED ON LOAN CYCLE MANUAL)

A . (BRANCH)

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| <p>1. Interview with client
DATE:</p> <p>2. Application with all relevant documentation received
DATE:</p> <p>3. Documentation checklist signed off
DATE:</p> <p>4. Obtained an application number from T & T
DATE:</p> <p>5. Open file and update registration cards
DATE:</p> <p>6. Note application and valuation fees
DATE:</p> <p>7. Search sheet - Fax to head office
Head Office
DATE:</p> <p>8. Received complete search sheet dispatched to head office
DATE:</p> <p>9. Valuation of property/ies
Date of last valuation
Valuation by Branch
DATE:</p> | <p>10. Valuation by valutors - Date send
Date received</p> <p>11. Compile submission
DATE:</p> <p>12. Reviewed by Branch Manager
DATE:</p> <p>13. Typing of submission
DATE:</p> <p>14. Fop file complete
DATE:</p> <p>15. Dispatch date on T & T
DATE:</p> <p>16. Submission placed in mailbox of Head Office
DATE:</p> <p>17. Approval by Branch Manager to dispatched to head office
DATE:</p> |
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B. (HEAD OFFICE - LOAN DIVISION)

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| <p>1. Received at Loan Division : Head Office
Date:</p> <p>2. Scrutinized , checked and reviewed by Analyst
Date:</p> <p>3. Checked and reviewed by Manager
Date:</p> | <p>4. Credit Committee/Board of Directors decision
Date:</p> <p>5. Send back to Branch/ Conveyancing Department
Date:</p> |
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