



*(To be signed by two Senior Management Staff of the Applicant's employers, one of whom must be the Head of the Human Resources Unit before submitting to the Bank)*

**EMPLOYEE STATUS INQUIRY/EMPLOYER'S CONFIRMATION AND UNDERTAKING**

**RE: VEHICLE LEASE FACILITY**

We have received an application for a vehicle leasing facility from

\_\_\_\_\_ ("the Applicant") who is currently an employee of your organization.

To enable us process the application, kindly confirm the accuracy of the underlisted information provided by the Applicant.

**INFORMATION TO BE CONFIRMED**

Present Level: ..... Total Annual Package (₦): .....

Length of Service: ..... Total Monthly Pay (₦): .....

Terminal Benefits: .....

Existing Credit Obligations Deducted Periodically at Source

Description of Credit Obligations	Amount (₦)	Tenor	Maturity Date

Please be assured that information provided by you will be treated with professional confidentiality. We are grateful for your anticipated prompt response.

Yours faithfully,

**GROUP HEAD, CONSUMER BANKING  
ACCESS BANK PLC**



**EMPLOYER'S CONFIRMATION AND UNDERTAKING**

*(To be completed by Employer)*

The Managing Director  
Access Bank Plc  
14/15, Prince Alaba Abiodun  
Oniru Road, Victoria Island Lagos.

We confirm that to the best of our knowledge, the information provided by our above-named employee are true and accurate in all material facts.

Please note that this confirmation is given in good faith and upon your assurance that same shall be treated with professional confidentiality.

We also irrevocably and unconditionally undertake as follows:

1. To domicile the salary account of the Lessee with Access Bank Plc for the entire duration of the Lease Facility.
2. To domicile with Access Bank Plc all monetary terminal benefits due from us to the Lessee upon the Lessee ceasing to remain in our employment; and
3. To promptly notify Access Bank Plc of the determination of the Lessee's employment arising from whatever cause including but not limited to any leave of absence that disentitles the Lessee from receipt of any benefit/emolument from our organization.

We confirm that all requisite corporate actions and approvals for the issuance of this Undertaking were duly obtained.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position/Designation: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position/Designation: \_\_\_\_\_

Date: \_\_\_\_\_

**EMPLOYEE'S CONSENT**

With regard to my application for a Vehicle Lease Facility from Access Bank Plc ("the Bank"), I hereby authorize you to confirm the above information to Access Bank Plc and request that you execute the Employer's Undertaking to the Bank overleaf.

Surname	First Name	Initial	Title
_____	_____	_____	_____
Signature	Date	Employee No.	