

The Branch Manager  
Gateway Mortgage Bank Limited  
Ibara Housing Estate  
Abeokuta.

Dear Sir,

**RE: MR/MRS/MISS LETTER OF  
DOMICILIATION**

We write at the instance of the above- named staff, who has applied to your bank for a short term loan of =N=

We hereby undertake as follows:

1. To pay his/her salaries to your bank.
2. To ensure that there will be no diversion of his/her salaries until the facility he/she is applying for is fully repaid.
3. To notify you of any event capable of affecting the security of his/her appointment with the establishment.
4. To pay his/her entitlement through his/her account with your bank in the event of his/her disengagement during the tenure of the facility.
5. Undertake to pay his/her gratuity and other terminal benefits through GMB in event of resignation or disengagement from service.
6. Nos. of years remaining in service.
7. We also undertake to repay the loan in the event of her default.
8. The employer undertakes to annex the repayment of loan of the employee from his contributory pension through his/her pension fund administrator in case of any default.
9. We assure GMB that no other deduction (s) from the salary of the debtor/staff will form/take a priority over/above the deduction of the GMB's loan repayment until it is fully liquidated.
10. We are aware that it is a punishable offence for the salary of any civil servant indebted to GMB to be moved to another bank until the debt obligation is fully honoured and confirmed by GMB.

Thank you,