

HOW TO APPLY FOR LOAN PRE-LIQUIDATION

- **Please note that only those who have repaid their existing loans for a minimum period of 6 (six) months are eligible to apply.**

STEP 1: Log on to www.leadwaycapital.com

STEP 2: Scroll to the bottom of the home page and click on *Annuity Loans*

STEP 3: On the Annuity Loans page by your left, click on *Start Pre-liquidation Request*

STEP 4: Type in your *Loan number* (e.g. L009217) and *phone number* in the spaces provided.

- **Your loan information including the outstanding balance will be displayed for your view.**

STEP 5: If okay with the details, *tick the blank box on your left near the text in red*

- **A button will pop up on the right.**

STEP 6: Click the button *submit pre-liquidation request* to proceed.

STEP 7: Check your *inbox, spam* or *junk* box for mail with two (2) attachments (*Annuity loan pre-liquidation request and Loan repayment details*).

STEP 8: Print and sign the first document, then pay the total payable amount into our First Bank account using the information on the second document.

STEP 9: Scan the signed document and documentary evidence of payment to AL@leadwaycapital.com and AL@leadway.com for further processing.

Where any of the afore-listed steps is unclear, please send an e-mail to AL@leadwaycapital.com and AL@leadway.com or call 01-2801422.

Thank you,

LEADWAY CAPITAL & TRUSTS LIMITED.