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Enriching lives, one property at a time…

EMPLOYEE GUARANTOR FORM

CONFIDENTIAL • EMPLOYEE AND TWO GUARANTORS TO COMPLETE THEIR OWN SECTIONS

Purpose. This form records guarantor details and a limited undertaking for employment-related contact and verification. It is not a blanket guarantee of every debt, loss or liability. Any separate financial guarantee must be documented independently and reviewed for legal enforceability.

IMPORTANT INSTRUCTIONS

- ■ Provide two (2) guarantors: one close relative and one non-relative.
- ■ Provide clear copies of the identity and supporting documents requested by HR.
- ■ Do not submit false information or altered documents.
- ■ Each guarantor must complete and sign their own details and undertaking.
- ■ HR may contact the guarantors for reasonable, disclosed employment-related verification.
- ■ Information will be handled confidentially and accessed only for legitimate purposes.

SECTION A — EMPLOYEE DETAILS

Full legal name		**Preferred name (optional)**	
Job title		**Department**	
Employment type		**Start date**	
Telephone		**Alternative telephone**	
Email address		**Date of birth (if required)**	

Current residential address (include landmarks / postcode where applicable)

Previous employer (optional)		**Previous employer contact**	

NEXT OF KIN / EMERGENCY CONTACT

Full name		**Relationship**	
Telephone		**Alternative telephone**	

Residential address

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GUARANTOR 1 — PERSONAL DETAILS

This guarantor must be a close relative of the employee.

Full legal name		**Date of birth (if required)**	
Relationship to employee		**Telephone**	
Alternative telephone		**Email address**	
Occupation / profession		**Employer / business name**	
Years at current address		**Preferred contact time**	

Current residential address (include landmarks / postcode)

Business / office address (if applicable)

IDENTIFICATION & SUPPORTING DOCUMENTS

■ Government-issued ID (type recorded below)

■ Recent passport photograph

■ Proof of residential address

■ Employment / business evidence, if relevant

■ Other supporting evidence, if requested lawfully

ID document type		**ID number (only as necessary)**	
Issue date (if shown)		**Expiry date (if applicable)**	

How long have you known the employee and in what capacity?

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GUARANTOR 1 — UNDERTAKING & WITNESS

Please read carefully before signing.

I confirm that I know the employee named in this form, that the information I have supplied is true to the best of my knowledge, and that I am voluntarily providing this reference and undertaking. I authorise Tessy Luxury Properties Ltd to contact me for reasonable employment-related verification, including confirmation of identity, relationship, contact details and information relevant to the employee's role, subject to applicable law.

I understand that this form does not, by itself, make me financially liable for the employee's debts, losses, misconduct, contractual obligations or other liabilities. Any separate financial guarantee or indemnity must be set out in a distinct written agreement, with its scope and terms clearly stated, and may be subject to legal review.

Guarantor full name		**Date**	
Guarantor signature		**Telephone**	

WITNESS TO GUARANTOR'S SIGNATURE

Witness full name		**Occupation**	
Telephone		**Date**	

Witness residential address

Witness signature		**Relationship to guarantor (if any)**	

GUARANTOR 2 — PERSONAL DETAILS

This guarantor must not be a close relative of the employee.

Full legal name		**Date of birth (if required)**	
Relationship to employee		**Telephone**	
Alternative telephone		**Email address**	
Occupation / profession		**Employer / business name**	
Years at current address		**Preferred contact time**	

Current residential address (include landmarks / postcode)

Business / office address (if applicable)

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GUARANTOR 2 — IDENTITY, UNDERTAKING & WITNESS

IDENTIFICATION & SUPPORTING DOCUMENTS

■ Government-issued ID (type recorded below)
■ Proof of residential address
■ Other supporting evidence, if requested lawfully
■ Recent passport photograph
■ Employment / business evidence, if relevant

ID document type		**ID number (only as necessary)**	
Issue date (if shown)		**Expiry date (if applicable)**	

How long have you known the employee and in what capacity?

UNDERTAKING

I confirm that I know the employee named in this form, that the information I have supplied is true to the best of my knowledge, and that I am voluntarily providing this reference and undertaking. I authorise Tessy Luxury Properties Ltd to contact me for reasonable employment-related verification, subject to applicable law.

This form does not, by itself, make me financially liable for the employee's debts, losses, misconduct, contractual obligations or other liabilities. Any separate financial guarantee or indemnity must be documented in a distinct written agreement with clearly stated terms.

Guarantor full name		**Date**	
Guarantor signature		**Telephone**	

WITNESS TO GUARANTOR'S SIGNATURE

Witness full name		**Occupation**	
Telephone		**Date**	

Witness residential address

Witness signature		**Relationship to guarantor (if any)**	

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FINAL DECLARATIONS & HR CHECKLIST

SECTION — EMPLOYEE'S GUARANTOR RELATIONSHIP DECLARATION

I confirm that Guarantor 1 is my close relative and Guarantor 2 is not my close relative. I have informed both persons that their details are being provided for employment-related verification.

Employee full name		**Date**	
Employee signature		**Telephone**	

OPTIONAL EMERGENCY CONTACT CONSENT

Complete only if one guarantor is also being nominated as an emergency contact. This is separate from the guarantor undertaking.

Emergency contact full name		**Relationship**	
Telephone		**Alternative telephone**	

Emergency contact address

Emergency contact signature (consent)		**Date**	

HR / ADMINISTRATION CHECKLIST

- ■ Employee section completed
- ■ Guarantor 1 is a close relative
- ■ Guarantor 2 is a non-relative
- ■ Both guarantors signed
- ■ Identity documents reviewed
- ■ Proof of address reviewed
- ■ Witness sections completed
- ■ Any missing items followed up

Received by		**Date received**	
Reviewed by		**Review date**	

Outstanding items / follow-up notes

Privacy note: Personal information is collected for employment administration, contact, identity/reference verification and related legitimate purposes. Access should be restricted to authorised personnel; records should be stored securely and retained only as long as reasonably necessary under applicable Nigerian data-protection and employment requirements. Collect only information that is necessary for the stated purpose.

Employee and guarantors should retain a copy of this completed form if appropriate.