**Subject: Reminder and Incentive to Sign Up for CedisPay's MoMo Auto Deduction for Capital Me Loan Repayment**

Dear valued customer,

We hope you're doing well. We want to remind you that any unpaid monthly/weekly payment for your CedisPay business loan called Capital Me will attract a late payment charge. This charge is calculated as 10% per annum of the prevailing interest rate plus the interest rate on the outstanding arrears.

To help make your loan repayment process more convenient, we have introduced auto deductions for loan repayments using mobile money services. This service is specifically for the CedisPay business loan called Capital Me and is similar to the standing order for Loan Me.

We kindly ask you to monitor the effectiveness of the MoMo auto deductions to ensure that your loan amount is automatically paid to CedisPay on the payment due date. By April 15, 2023, all existing Capital Me customers should have signed up for MoMo auto deductions to pay their loan.

As a valued customer, we also request that you remind your customers in arrears to sign up for this service so that their loan amount is paid on the promised date. This will prevent the need for us to call them again.

To schedule the automatic payments or transfers on the MTN MoMo app, please follow the steps provided below:

1. Download and install the MTN MoMo app on your device.
2. Log in with your MTN mobile number and enter the OTP sent to your number plus your MTN mobile PIN.
3. Click on the three parallel lines in the top right corner.
4. Select Tips & Tricks from the menu list that has been displayed.
5. Tap on Schedule to create automatic MoMo transfers and payments.
6. Choose between Transfers or Payments.
7. Fill in the required information such as the recipient number, amount, reason for sending money, date of transaction, and frequency (daily, weekly, or monthly).

To schedule payments or transfers in respect of CedisPay loan repayment, please enter the recipient number as 0549 060 777, the reason for sending the money as loan repayment, and the date of the transaction as the date of the loan application. Choose the frequency of payment as daily, weekly, or monthly to correspond to your cash flow cycle.

Thank you for your cooperation in making our loan repayment process more efficient and effective. We look forward to serving you.

As a reminder, missing payments can result in late payment charges, so please ensure that your payments are made on time to avoid any inconvenience.

Best regards, CedisPay Micro-Credit Enterprise