CreDebtAble
ALTERNATIVE CREDITWORTHINESS & DEBT-REPORTING NETWORK

DOCUMENT IDENTIFICATION

DOCUMENT	**Promissory Note**
TEMPLATE CODE	**PROMISSORY_NOTE**
DOCUMENT NO.	**CDA-PROMNOTE-V1.0**
VERSION	**v1.0 | 2026-06-27**

PROMISSORY NOTE

Reference / file no.: Date prepared:

A Promissory Note is a written, signed promise by one person (the Maker) to pay a fixed sum of money to another person (the Payee), either on a set date or on demand. It is a simpler document than a loan agreement and focuses on the promise to pay.

1. THE PARTIES

Complete the details of each party below. Where a party is a business, give the registered business name and the name of the person signing on its behalf.

Party A - Maker (the person who promises to pay)

FULL NAME / BUSINESS NAME

ID / REGISTRATION NO.

ADDRESS

Street, town/city, parish/state, country

PHONE

EMAIL

Party B - Payee (the person to be paid)

FULL NAME / BUSINESS NAME

ID / REGISTRATION NO.

ADDRESS

Street, town/city, parish/state, country

PHONE

EMAIL

2. THE PROMISE TO PAY

For value received, the Maker unconditionally promises to pay to the Payee the principal sum set out below, together with any interest stated, in accordance with the terms of this Note.

PRINCIPAL SUM (FIGURES)

PRINCIPAL SUM (IN WORDS)

CURRENCY

DATE OF THIS NOTE

PLACE WHERE THE NOTE IS MADE

DATE VALUE/FUNDS RECEIVED

3. WHEN PAYMENT IS DUE

Choose ONE option.

- ☐ On a fixed date - the full amount is payable on the due date below.
- ☐ On demand - the full amount is payable when the Payee asks for it in writing.
- ☐ By instalments - payable in the instalments set out below until paid in full.

DUE DATE (IF FIXED DATE)

INSTALMENT AMOUNT & FREQUENCY (IF INSTALMENTS)

e.g. $100 monthly on the 1st

4. INTEREST

- ☐ This Note does not carry interest.
- ☐ This Note carries interest at the annual rate below until paid in full.

ANNUAL INTEREST RATE (%)

INTEREST ON OVERDUE AMOUNTS (%)

5. PAYMENT DETAILS

WHERE AND HOW PAYMENT IS TO BE MADE

Account name, bank, account number, or other method

6. DEFAULT AND ACCELERATION

If the Maker fails to pay any amount when due, the whole of the unpaid principal and any accrued interest shall, at the option of the Payee, become immediately due and payable without further notice. The Maker agrees to be responsible for reasonable costs of recovery permitted by law.

- ☐ The Maker understands that an unpaid amount under this Note may be recorded with and verified through the Credebtable network and disclosed to approved users performing creditworthiness checks.

7. GENERAL

- The Maker waives presentment for payment and protest, to the extent allowed by law.
- Failure or delay by the Payee in enforcing this Note is not a waiver of their rights.
- This Note binds the Maker and their personal representatives and benefits the Payee and anyone the Payee lawfully transfers it to.

GOVERNING LAW (COUNTRY / JURISDICTION)

NOTE REFERENCE (OPTIONAL)

SIGNATURES

By signing below each person confirms that they have read and understood this document, that the information given is true, and that they agree to be bound by it.

SIGNATURE - MAKER

PRINT FULL NAME

DATE

ID NUMBER

SIGNATURE - PAYEE

PRINT FULL NAME

DATE

ID NUMBER

WITNESS

WITNESS FULL NAME

WITNESS ID / OCCUPATION

WITNESS SIGNATURE

DATE

TEMPLATE / DRAFT. This is a standard form provided for convenience. It is not legal advice. Parties should seek independent legal advice and confirm it complies with the laws of their jurisdiction before signing.