



## LOAN APPLICATION & AGREEMENT FORM

LOAN REGISTRATION NO.....

DATE.....

### A. REQUIREMENTS AND INSTRUCTIONS *(Applicants must read the following before completing this form)*

1. Applicants are required to be familiar with the Society's current Loan Policy.
2. The applicant **must fill parts B - F** in full. Incomplete forms will be returned unconsidered.
3. The applicant is required to attach **original current pay-slip** (not more than two months old to the date of application) and a **copy of National ID card** for every loan applications. **Original Log book, title deed & Fixed Deposit/share deposit statement, PIN card, 12months bank statement where applicable.**
4. To enable the Society disburse your loan to your bank account, indicate your bank account Number, Name of Bank and Branch (where applicable) on **section E**.
5. **In case your Loan is not recovered through the Payroll, please ensure that it's paid promptly to avoid Interest in arrears, penalty and DEFAULT.**

### B. PERSONAL INFORMATION

1. Member's full Name .....
2. Member's Current Address.....
3. Member's Home Details: Address.....  
County .....Sub-county.....Location.....  
Sub-Location..... Village.....  
Physical location (town/estate/street).....
4. Personal/Employment No.....Membership/No. ....
5. Mobile No.....Office Tel. No.....Ext.....
6. Work Station..... E-mail.....
7. Employer/Ministry.....
8. Employer's mailing address.....
9. Terms of Employment - Permanent & Pensionable/Temporary/Contract/Other (Specify if Temporary or Contract state period).....
10. Position in Society - Board member/Supervisory Committee member/ Center Rep/ Member/ Employee/ other (Specify).....
11. Age ..... ID No.....KRA PIN. No.....

### TYPE OF LOAN (Tick as appropriate)

- |                                           |                                           |                                         |
|-------------------------------------------|-------------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Development Loan | <input type="checkbox"/> College Fee Loan | <input type="checkbox"/> Senior Savers  |
| <input type="checkbox"/> Emergency Loan   | <input type="checkbox"/> Mwenyekiti Loan  | <input type="checkbox"/> Refinance Loan |
| <input type="checkbox"/> School Fee Loan  | <input type="checkbox"/> Karibu Nyumbani  | <input type="checkbox"/> Others         |

**NOTE: All loans interest rate is on reducing balance.**

**C. LOAN APPLICATION & REPAYMENT**

I (Full Names).....hereby apply for a loan of  
Kshs..... (Amount in Words) .....  
..... for a  
period of.....months to be paid in installments of Kshs.....each month commencing immediately.  
Mode of repayment.....

**D. PURPOSE FOR WHICH LOAN IS APPLIED** *(In case of several uses of the loan, state the exact amount for each use).*

- 1. .... Kshs .....
- 2. .... Kshs.....

**E. ACCOUNT DETAILS.**

Account Name:.....  
Account No:.....  
BANK Name.....Branch.....

**F. APPLICANT’S DECLARATION** *(for group/corporate; signatories as per constitution)*

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief and agree to abide by the By-laws of the Society, the Loan Policy and variations by the Credit Committee, I also consent to the Society checking and filing all the information with the Credit Reference Bureau (CRB) in respect of section C above. The security that I offer for the loan is my salary, shares/deposits, guarantor’s shares/ deposits, acceptable collateral and any other benefits due to me from my employer, from the Society (e.g. dividends, bonuses etc.). I authorize the necessary deductions, including interest at the current rate be made from my salary as repayment for this loan.

**(Signature 2 & 3 are applicable for Group & Corporate Membership)**

**SIGNATURE** (1).....**DATES**.....  
**SIGNATURE** (2).....**DATE**.....  
**SIGNATURE** (3).....**DATE**.....

**WITNESSED BY** (NAME) .....**MEMBER No.** .....

**CELL PHONE**.....**SIGN**.....**ID/No**.....**Date**.....

**G. REPAYMENT GUARANTEE (To be completed by the guarantors who must be members of the Society)**

We, the undersigned, hereby accept jointly and severally for the repayment of the loan balance, loan interest and any other cost pertaining to the loan in the event of the borrower's default. We understand that the amount in the default may be recovered by an offset against our shares/deposits in the Society and/or by attachment of our property, salary and any other benefits due to us from the Society (e.g. dividends, bonuses etc.) and that we shall not be eligible for loan(s) unless the amount in default has been cleared in full.

**(i) GUARANTORS (fill where applicable)**

Member No;	Full Names	ID No.	Deposits (Kshs)	Amount Guaranteed (Kshs)	Cell Phone Number	Guarantor Signature	For official use only; Verified by
<b>TOTAL</b>							

**(ii) COLLATERAL****Title deed**

Title Name:		Certified Value
Title No:		
LR.No:		
Confirmation of documents attached(sign): office		

**Log book**

Log book Name:		Certified Value
Log book No:		
chassis No:		
Engine No:		
Confirmation of documents attached (sign):office		

**Shares/ Fixed deposits**

CDS / FD Account No:		Certified Value
Account Name:		
No. of Shares		
Value of shares		
Fixed deposit amount		
Confirmation of documents attached(sign):office		

**Note: Attach original and copy of collateral document, ID, PIN & consent letter for (joint owned property).**

**FOR OFFICIAL USE ONLY**

**H: LOANS OFFICE**

Total Deposits.....BBF Subscription Update.....Credit Rating.....

Basic Salary..... 1/3 of Basic Salary.....

I certify that this loan application is within the Society’s current Loan Policy and I recommend it be approved for the amount of Kshs.....Repayable in..... installments at the rate of Kshs.....Per month.

Loan balance(s) Kshs.....

Charges Kshs.....

Net Amount Kshs.....

comment(s).....

**Appraised by:**

**Loans Officer: Name** .....**Signature**.....**Date**.....

**Verified by:**

**Manager: Name** .....**Signature**.....**Date**.....

**I: CREDIT COMMITTEE**

We have today examined the above application in conjunction with the above remarks and have decided as follows;

- i. Loan Recommended Kshs.....recoverable in Kshs. ....Monthly Installments, at the current interest rate , on a reducing balance with effect from (Date).....
- ii. Loan rejected/Deferred for the following reason(s)  
.....

Chairman Signature.....Secretary Signature.....Member Signature.....

Credit Committee Minute No.....Date.....

**J: MANAGEMENT COMMITTEE**

We have today examined the above application in conjunction with the above recommendations and have decided as follows;

- i. Total Loan Approved/Reduced.....with repayment period of .....Months.
- ii. Rejected/ Reduced total amount for the following reason(s)  
.....

Comment(s) to Accounts/Loan’s Officer.....

Chairman Signature.....Treasurer Signature.....Member Signature.....

Date:.....

**K: CHEQUE DISPATCH**

1. Cheque No.....Kshs..... Dated.....

2. Cheque Received by: Name .....Signature.....ID/No.....Date.....

**L: EXAMINED BY: Internal Audit/ Supervisory Committee**

Chairman Signature.....Secretary Signature.....Member Signature.....

Date.....