



KENYATTA MATIBABU REGULATED NON WDT SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED

P.O. BOX 2117 - 00202, KNH – NAIROBI, Mobile number: 0726-309593 / Email: info@kenyattamatibabusacco.or.ke Website: www.kenyattamatibabusacco.or.ke

SERIAL NO.....

INDIVIDUAL/GROUP LOAN APPLICATION FORM AND LOAN AGREEMENT

PART A: APPLICANT'S PERSONAL DETAILS

Full Names:						
Mobile No:				National ID No.		
Payroll No./ Personal No. / SACCO No.						
E-mail Address:						
Current Residence:		County :		Estate:		
Permanent Home;		County :		District:		Sub-location:
Date of Birth: Day _____ Month _____ Year _____						

PART B: LOAN DETAILS (FILL IN THE AMOUNT APPLIED & REPAYMENT PERIOD IN THE SELECTED PRODUCT)

1.SHORT TERM LOANS						
LOAN PRODUCT	REPAYMENT PERIOD	INTEREST	MAXIMUM LOAN AMOUNT (KES)	CHARGES	AMOUNT APPLIED	PROPOSED REPAYMENT PERIOD
1	Emergency Loan	24 Months	12%	250,000		
2	School Fees Loan	24 Months	12%	250,000		
3	Insurance Loan	10 Months	12%	50,000		
4	Instant Loan	1 Month	8%	50,000		
2.MID - TERM LOANS						
LOAN PRODUCT	REPAYMENT PERIOD	INTEREST	MAXIMUM LOAN AMOUNT (KES)	CHARGES	AMOUNT APPLIED	PROPOSED REPAYMENT PERIOD
1	Karibu Loan	36 Months	14%	500,000		
2	Super Emergency Loan	30 Months	12.5%	500,000	2% processing fee	
3.LONG TERM LOANS						
LOAN PRODUCT	REPAYMENT PERIOD	INTEREST	SHARE MULTIPLIER	CHARGES	AMOUNT APPLIED	PROPOSED REPAYMENT PERIOD
1	Capital Loan	36 Months	12%	X 3		
2	Premium Capital Loan	60 Months	13%	X 3		
3	New Tulizo Loan	72 Months	13%	X 3		
4	Jiinue Loan	72 Months	13.5%	X 4		
5	Investment Loan	84 Months	13.5%	X 4	1.5% Processing Fee	
6	Jamii Loan	90 Months	14.5%	X 3	2% Processing Fee	
7	Business & Rental Income Loan	72	13.5%	X3	1.5% processing fee	

I confirm that I have read and understood the loan terms and conditions overleaf and I shall abide by the Sacco rules and regulations

I (Full Name):.....hereby apply for (Loan product).....
amount (Amount in figures)(Amount in Words).....

For a period of (repayment period)..... Months to be repaid in installments of KShs

Signature ID Number Date

PART C: PURPOSE OF FUNDS

.....
Please also tick where applicable from the list at the back page.

PART D: LOAN APPRAISAL, SUPPORTING DOCUMENTATION AND REPAYMENT MODE

I) METHOD OF LOAN REPAYMENT

Please tick the method of loan repayment

Payroll Standing order Combination of payroll & standing order

Note: A member who is on payroll and has applied for a loan payable from other incomes other than payroll should fill in both sections for employed and also for self-employed members and must disclose to guarantors the mode(s) of this loan repayment.

II) EMPLOYED MEMBERS

Attach current original payslip

Name of Employer
Physical Location of your workstation
Employer' postal address
Employer's Telephone Number
Loanee's Payroll / Personal No:
Loanee's Department/ Unit
Terms of Service: Permanent & pensionable <input type="checkbox"/> Contract <input type="checkbox"/>
If on contract state date of expiry:
Date of joining the current employer:
Position in the Sacco: Member <input type="checkbox"/> Official <input type="checkbox"/> Staff <input type="checkbox"/>

III) SELF EMPLOYED MEMBERS

Name of Business: _____

Type of Business: _____

Physical Location: _____

Postal Address: _____ Code: _____ Business Telephone: _____

Income and expenditure details (summary)

Monthly Income Details:Ksh

Average Sales (Turnover):
Cost of sales
Gross profit

Business Expenditure Details

a) Business rent:	Kshs.	b) License:	Kshs.
c) Salaries and wages	Kshs.	d) Utilities:	Kshs.
e) business loans	Kshs.	f) Other Expenses:	Kshs.
Total Business expenses			

Other incomes

Salary	
Rental income	
Other incomes (specify)	
Total other incomes	

Personal Expenses

a) Rent	Kshs.	b) Food	Kshs.
c) Transport	Kshs.	d) Utilities	Kshs.
e) Education Expenses	Kshs.	f) Others	Kshs.
Total personal expenses			

Monthly Income and Expenditure Summary:

Monthly Total Income:	Kshs.
Monthly Total Expenditure:	Kshs.
Monthly Surplus:	Kshs.

Loans from other institutions

Institution	Initial loan	Current Balance
.....
.....
.....

Borrower's _____ **Sign:** _____ **Date:** _____

PART E: MODE OF LOAN DISBUSMENT - Tick as appropriate

Cash Payment	<input type="checkbox"/>	
M-Pesa	<input type="checkbox"/>	Mobile Number:
EFT Bank Transfer	<input type="checkbox"/>	Bank Name:
Account Name:		
Account Number:		Branch:
NB: The SACCO will not be liable for any damages, inconvenience and losses suffered for incorrect Information provided by the member.		

PART F: INDICATE THE LOANS YOU WISH TO CLEAR FROM THE APPLIED LOAN

LOAN PRODUCT	BALANCE	LOAN PRODUCT	BALANCE
(a)		(d)	
(b)		(e)	
(c)		(f)	

PART G: GUARANTORS

Guarantors are advised to read all the information supplied in this form by the applicant and terms & conditions contained herein in order to understand the full implications of signing this part. It is the obligation of the guarantors to obtain any other necessary information relating to this loan application on or before signing and until full repayment of the loan.

We the undersigned, hereby accept jointly and severally liability for the repayment of the loan in the event of the borrower's default. We understand that the loan amount in default maybe offset against our deposits in the Society, attached to our earnings or attached to the property used as collateral including a third-party collateral. We also understand that while the loan is in default, we shall not be eligible for new loans.

	NAME & MOBILE	ID/No.	P/No.	LOAN PRODUCT GUARANTEED	DEPOSIT S	SIGNATURE	DATE
1							
2							
3							
4							
5							
6							
7							
8							

PART H: OTHER SECURITIES

Assets I wish to use as security

Asset type.....

Asset registration number (eg log book number, Tittle deed no).

Attach copies of the asset documentations

PART I: ADDITIONAL INFORMATION

.....
.....
.....
.....

Applicant Name **Signature** **Date**.....

ID No. **Mobile No**

Next of Kin **Contact Tel. (phone no)**.....

Relationship to next of kin.....

Name of Witness **Signature** **Date**

ID No. **Mobile No** **Department**

PART J: LOAN AGREEMENT AND DECLARATION

In consideration of the society granting me a loan of KShs or as the board of directors may decide, I hereby declare as follows;

- I. I shall personally be responsible to ensure that the loan(s) is repaid as scheduled within the stipulated loan period.
- II. That I shall repay all the accrued interest on my loans in case of underpayment and default
- III. My guarantor's deposits in part (C) above are sufficient to cover the loan applied for and the guarantors must be active Members of the Sacco. The guarantors must be ready to assist the Society to make sure that the borrower repays all the Loan plus interest and charges within the specified loan period.
- IV. That my present employers as well as my future employers have my authority to deduct from my salary every month such a sum of money consisting of principle loan repayment and interest as maybe determined by the Sacco until my loan is repaid in full.
- V. That in the event I should leave the services of my present employer, any sum of money due to me for whatever purpose maybe utilized to the extent necessary to liquidate any loan balance in my account.
- VI. That I shall not withdraw from the society while having an outstanding loan
- VII. That this authority is unconditional and may not be revoked during the lifespan of the loan without the express consent of the SACCO as well as my guarantors.
- VIII. That I authorize the SACCO to send my personal information and loan details to any credit referencing bureau for listing in case of default.
- IX. In the event of default, the security shall involve the following: Deposits, guarantors, asstes and any other (specify for consideration)

- X. That the foregoing particulars are true to the best of my knowledge and agree to abide by the by-laws of the SACCO & loan policy and the guarantors must give consent on any adjustments in respect of the loan guaranteed.
- XI. That I will not be allowed to suffer total deduction, including loan repayments in excess of one third (1/3) of the basic salary.
- XII. That Bank transfer fee, loan guard, administrative fee, express fee, loan form fee, processing fee and other approved charges will be charged where applicable.
- XIII. That I cannot self-guarantee if I have guaranteed other members or has other outstanding loans.
- XIV. That I shall make monthly deposit contributions amounting to 0.5% of the loan or Kes 5,000 whichever is higher up to the time of clearing my loan.

PART K: OFFICIAL USE ONLY

VERIFICATION

I certify that the loan particulars have been verified and the guarantors mentioned above are active members.

Checked by: Designation: Sign: Date:

Loan.....

Appraised by Designation: Sign: Date:

Comment.....

CREDIT COMMITTEE

We have examined this application in conjunction with the office remarks and have decided as follows:-

- Loan approved KShs Recoverable in Installments w.e.f
- Deferred/rejected due to:
- We recommend KShs Recoverable in Installments

Remarks.....

Credit Committee minute number Date

Signed by Credit Committee

Chairman Signature Date

Secretary Signature Date

Members Signature..... Date

CASHIER DISPATCH DETAILS

Mode of payment Amount Date

Payee's Name Collected by

ID No. Signature Date

Dispatched by Signature Date

DATA OFFICER

I confirm that the loan has been booked in member's card and data sheet completed as indicated.

1st Feed: Loan Amount Kshs Installment per month

Effective from Date

Fed by Signature Date

Verified by Signature Date

2nd Feed: Loan Amount Kshs Installment per month

Effective from Date

Fed by Signature Date

Verified by Signature Date

3rd Feed: Loan Amount Kshs Installment per month

Effective from Date

Fed by Signature Date

Verified by Signature Date

4th Feed: Loan Amount Kshs Installment per month

Effective from Date

Fed by Signature Date

Verified by Signature Date

