

CONFIDENTIAL

**KEMU SAVINGS AND CREDIT CO-OPERATIVE AND CREDIT SOCIETY LTD KSHS. 100
LOAN APPLICATION AND LOAN AGREEMENT FORM**

Ensure the relevant details are given on the loan form Loan No.....

A. PERSONAL INFORMATION

1. Member's Name.....	8. Present Net Monthly Income
2. Member's Address.....	9. Monthly Expenditure.....
3. Payroll Number.....	10. Position in Employment.....
4. Member Number.....	11. Terms of service-permanent / Temporary/Contract/Pension.....
5. Work Station.....	12. Position in the society-Committee/ Member/Officer/Employer/Other
6. Employer's Mailing address	Specify.....
7. Mobile Number.....	

B. LOAN APPLICATION & REPAYMENT(Indicate your official name)

I.....hereby apply for a loan of Kshs..... (Amount in words.....) for a period ofmonths to be paid in installments of Kshs....each month, commencing on.....

Type of Loan

		Tick			Tick
1	Development		5	Top up	
2	Emergency		6	House hold	
3	Refinancing		7	IPO	
4	School fees				

C. 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.....
3.....Kshs.....

D. SECURITY WHICH I OFFER FOR THE LOAN IS

1.....3.....
2.....4.....

E. 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 any variations by credit Committee, in respect of section B above. I hereby authorize the society to make the necessary deduction from my salary as repayment for this loan and use the information provided including sharing with credit reference agencies or any other financial institution. I declare that I am not indebted to any other Credit Society, bank or loan agency (except as listed herein) either as borrower or endorser.

Signature.....Date.....

Witness signature.....

Name.....

Address.....

Payroll No.....

F. REPAYMENT GUARANTEE

We, the undersigned accept jointly and severally, liability for the repayment of the loan in the event of the borrower default. We understand that the amount in default may be recovered by an offset against our shares in the society or by attachment of our property or salary and that we shall not be eligible for loans unless the amount in default has been cleared in full.

Guarantors

No.	Name	Shares Kshs.	Loans Kshs.	Existing Guarantors Kshs.	No.	Signature	Guarantor's Payroll No.
1.							
2.							
3.							
Totals							

Share.....*3.....minus Guarantees.....
Minus Loan Applied.....Kshs. Result must not be more than 0

G. COMMENTS BY THE EMPLOYER(Compulsory)

The Applicant is employed by.....
intown.....

Subject to the rules and loan policy of the Society, I support the application and upon discharge no monies will be paid to the applicant until the Sacco confirms all its obligations have been settled.

Name..... Employer's Signature.....

Address.....

H. FOR OFFICIAL USE ONLY

Total Shares..... Total Loan Outstanding Shs.....

Frequency Loans during the year..... Amount currently requested.....

New Total loans will be Shs..... Eligibility calculations:

Shares Shs.....*3 = Shs.....

Member's present Net Income Shs.....*0.66 = Shs.....

Total monthly payment to society including payments on loan requested are Shs.....
..... (Must not exceed amount above). The Guarantors cover the loan amount

Yes/No.

I certify that the application is/is not within the Rules of the society. If no, say why.....

.....
Official's Signature.....Date.....

I. CREDIT COMMITTEE

Loan approved Kshs.....recoverable in.....

Installments at an interest rate of one percent per month on a reducing balance.

Indicate the reason for Deferral or Rejection by ticking the proper numbers.

Reasons for Deferred Loans

1. Incomplete information, or lack of supporting documents

2. Timeliness.

3. Renegotiation loan terms or purpose.

4. Inadequate funds to meet loan demand.

Reasons for rejected Loans

A. Inability to pay or bad repayment history.

B. Loans not in proportion to share.

C. Clear outstanding loan.

D. Excessive loan frequency.

E. Lack of proper guarantors or security.

F. Membership period.

G. Ineligible purpose.

Credit Committee minute No.....Date.....

Chairman's Signature.....