

**PERSONAL / GROUP LOAN APPLICATION AND AGREEMENT FORM**

TBS/ 001/.....

***For official use***

Received by: \_\_\_\_\_

Sign: \_\_\_\_\_

Official Stamp: \_\_\_\_\_

Date \_\_\_\_\_

**PART 1: INSTRUCTIONS**

*"Applicants must read the following requirements and instructions very carefully before completing this form"*

- 1.1 Application must be made on the official loan form fully completed and appropriately signed by both the loanee and guarantors in their own handwriting.
- 1.2 The Applicant is required to attach copy of National ID card showing both sides and KRA pin.
- 1.3 Loans are granted in accordance with the loan policy and lending conditions existing at the time of application.
- 1.4 For a member to qualify for loan consideration he/she must have contributed savings for a minimum period of 6 months, subject to change from time to time.
- 1.5 Any amount of money deposited by a member either in cash or by cheque to boost savings shall wait for 1 month before that amount can be used to secure a loan otherwise it will attract charges
- 1.6 A member whose savings contributions have fallen off the payroll but has continued repaying his/her loans and is in need of a new loan will be required to update his/her savings account by repaying in cash or authorized an offset from the loan, of an equivalent amount of the arrears.
- 1.7 Any member who clears his/her loans by cash / cheque must wait for 1 month before qualifying for loan consideration, subject to change from time to time.
- 1.8 Guarantors who must be members of the society shall not guarantee more than their non withdrawable savings in the society.
- 1.9 The type of loan applied shall be stated with reference to Clause 2.1 of page 2.
- 1.10 The interest rates range depends on the type of loan.
- 1.11 All loans will attract a minimum processing fee of 2.5% of the amount approved, loan application and handling fee.
- 1.12 The amount applied for shall be fully covered by the loanee's plus guarantors deposits.
- 1.13 Minimum savings contribution for those with loans shall be determined by the deposit depending on the amount approved.

- 1.14 A dormant member shall not be considered for any loan unless the regularizes this savings
- 1.15 Minimum savings contribution for members without loans will be Kshs. 2000 per month, subject to change from time to time.
- 1.16 No members will be allowed to suffer deductions including loan repayment in excess of two thirds of the basic salary.
- 1.17 Members can take a second loan other than Emergency/ School fees in addition to the existing loan without necessarily clearing the outstanding loan.
- 1.18 Loans shall only be paid to member's Ordinary Account.
- 1.19 If a member decides to cancel his/her loan after the process has been finalized, a fee of Kshs.1,000 shall be charged.
- 1.20 A penalty of 2.5% outstanding loan shall be levied on the outstanding Loan balance.
- 1.21 Any alteration on the loan may cause disqualification.

**NOTE:**

Kindly note, by signing this form, you allow TABASURI DT SACCO LTD to share your credit information, both positive and negative, with Metropol Credit Reference Bureau, and also to check your credit report for credit appraisal purposes.

A. APPLICANTS PARTICULARS	B. CO- BORROWERS PARTICULARS (SPOUSE)
NAME:	NAME:
ID No:	ID No:
MEMBER No:	MEMBER NO IF APPLICABLE:
POSTAL ADDRESS:	POSTAL ADDRESS:
EMPLOYER / BUSINESS:	EMPLOYER / BUSINESS:
RESIDENTIAL ADDRESS:	RESIDENTIAL ADDRESS:
MOBILE NO:	MOBILE NO:

### C. PERSONAL LOAN APPLICATION AND REPAYMENT

Tick (✓) the appropriate box below for the loan type

- Safina Loan   
 Jiinue Loan   
 Microfinance   
 Education Loan   
 Higher Education Loan  
 Limitless Loan   
 Emergency Loan   
 Refinancing Loan   
 Jipambe Loan   
 Microfinance Plus

I ..... 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 on .....  
..... last loan repayment completed on .....

### D. PERSONAL LOAN APPLICATION AND REPAYMENT (in case of several uses of the loan, state the exact amount for each use)

1. .... Kshs.....  
2. .... Kshs.....  
3. .... Kshs.....

CURRENT ASSETS (A1)	TOTAL	CURRENT LIABILITIES (B1)	TOTAL	SALES PER MONTH (C1)	TOTAL	SALES PER MONTH (D1)	TOTAL
STOCK		CREDITORS		MONTH 1		RENT INCOME	
DEBTORS		LOANS		MONTH 2		SALARY	
OTHERS		EXPENSES		MONTH 3		OTHERS	
NET CASH FLOW= C1+D1-B1							

### E. ITEMS PLEDGED

	ITEMS PLEDGED	MAKE	SERIAL No.	YEAR OF PURCHASE	PURCHASE PRICE	CURRENT VALUE PRICE
TOTAL						

## F. LOAN SECURITY DECLARATION

I.....of ID No.....certify that I possess and own the above listed items and wish to declare that in-case of any late payments, I authorize TABASURI DT SACCO LTD. and my guarantors express authority to immediately possess and auction the mentioned items to recover the loan balance and any penalties.

## G. PERSONAL PLEDGE TO TABASURI DT SACCO LTD.

I.....of P.O. Box.....Tel:..... commit myself to repay the total of Kshs.....(Interest included) charged at an interest rate of..... % per month on equal monthly / weekly installment of Kshs. ....My monthly repayment date is .....should my installment be late I agree to pay a penalty of 2.5% of the outstanding principle. I further commit myself to abide by all Terms and Conditions set by TABASURI DT SACCO LTD.

## H. {TO BE COMPLETED BY GUARANTORS}

(Guarantors to fill their details in the table below in their own handwriting and should sign after the applicant has indicated the guaranteed amount applied and both in words and figures)

Amount of loan guaranteed Kshs.....In words.....

(Note: Amount Guaranteed must be equal to your savings / deposit)

1. In consideration of granting the above loan or less amount that may be approved, we the undersigned accept jointly and severally liabilities for its repayment in the event of the borrower's default.
2. We understand that if the amount granted above is defaulted it will be recovered by an offset against our deposit in the society or by attachment of our property or salary and that we shall not be eligible for a loan unless the amount in default until it has been fully cleared.
3. We are fully aware of loanee's age and undertake to guarantee this loan to its full repayment.
4. I further pledge my future earnings as additional security for the loans so approved.
5. 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, conditions and terms of loan and variations by the credit committee.

I hereby authorise the necessary deductions to be made from my salary and / or business for repayment of the loan

	NAMES IN FULL	MEMBER NO.	MOBILE / TEL NO.	ID / PASSPORT NO.	SIGNATURE	DEPOSIT
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

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

Name of Witness.....Member No.....Sign.....

Witnessing Advocate / Local Administrator.....

**FOR OFFICIAL USE**

**LOAN VETTING**

4.1 The guarantors have been vetted and confirmed that their details including names, ID numbers and signatories are conforming to the details held in our records/files except stated\*(if applicable) whose details are not correct or have guaranteed more than six loans.

4.2 Comments by vetting officer .....

**OUTSTANDING LOAN BALANCES**

LOAN TYPE	PRINCIPAL AMOUNT	LOAN TYPE	PRINCIPAL AMOUNT

4.3 Deposits Multiplier Kshs.....

4.4 Requested amount Kshs.....

4.5 1/3 Rule Requirement.....

4.6 Amount Recommended.....

**4.7 LOAN RECOVERY**

Effect recovery of.....loan of Kshs.....at the rate of Kshs.....for a period of .....months at .....% interest rate w.e.f date.....and ending on date.....

4.8 Comments.....

Appraisal Officer.....Signature.....Date.....

**LOAN EXAMINATION**

4.9 I have examined and satisfied myself that this loan has been granted in accordance with the society's By-laws and rules as per the existing credit / microcredit policy currently in force.

Comments by Examiner.....

Examiner.....Sign.....Date.....

**LOAN APPROVAL**

5.0 I hereby confirm that proper loan processing has been granted in accordance with the society's By-laws and rules as per the existing credit / microcredit policy currently in force.

Comments by Credit Manager.....

Credit Manager.....Sign.....Date.....

**LOAN DISBURSEMENT**

5.1 Voucher No. .... Cheque No. ....Date.....

Name (in full). ....Signature.....

**BOARD / CREDIT COMMITTEE**

Loan approved, Kshs.....(in words)..... recoverable in .....months, at an interest rate of .....percent per month on a straight line / reducing balance method.

Credit Meeting Minute No..... Date.....

Member Signature..... Date.....

Secretary Signature..... Date.....

Chairman's Signature..... Date.....