Mug - Muguga Savings & Credit Co-op Society

INVEST WHERE YOU HAVE A SAY

Numa building next to Equity Bank
P. O. Box 1979 00902 Kikuyu Tel: 0753 482 809 / 0712 327 057
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LOAN APPLICATION FORM

343

PART A: TERMS AND CONDITIONS.

(Applicants must read the requirements before completing the loan form)

1. The applicant must complete the original loan application form in full and any incomplete form will be returned unconsidered. Any alteration on the loan form may cause disqualification.
2. Members must have been contributors for a minimum period of six months.
3. Guarantors, who must be active members of the society shall not guarantee more than three loans at any one time.
4. The total loan granted shall not exceed three times a members **Sacco** and **Other Projects** shares with repayment period not exceeding three years.
5. The guarantors must be ready to assist the society to make sure that the borrower repays all the money given to him/her within the specified period.
6. The total guarantors shares together with that of the applicant must be equal or more than the loan applied for.
7. Minimum share contribution applicable to development loan based on the loan applied will be:

LOAN APPLIED		% OF MONTHLY SHARE CONTRIBUTION ON LOAN APPLIED
Upto -	20,000	Sh. 200
	21,000 and above	1%

8. All loan repayment to be done by 10th of every month or last working day if 10th falls on a weekend or public holiday. Any delay or default on repayment shall attract a penalty of 1%.
9. Loans are granted in accordance with the loan policy and lending conditions existing at the time of application.
10. Emergency loans will be granted with a maximum repayment period of 12 months.
11. Lump sum contribution for the purpose of securing a loan can be considered only if such money remains in the society for at least six months.
12. Lump sum loan repayment for the purpose of borrowing a new loan must be retained in society for at least one month.
13. 50% of the applicant shares in other projects in the company may be considered in the loan consideration and approval.
14. Incase of default applicants other projects shares will be floated to the members at market price and any deficit or surplus will be charged at 20% interest.
15. Loans shall be paid to members by cheque.
16. Loan form will be available at 100/=

PART B: PERSONAL INFORMATION.

Membership No: ....

Full Names ..../ ..../ ....

(As they appear in the ID/Passport)

ID.. Year of Birth: ....

Occupation: .... Residence: ....

Current Address............................... Code: .... Town:..

Tel/Cell No.. Email: ....

Bank: .... A/C No: ....

TYPE OF LOAN (TICK APPROPRIATELY)

- ➢ DEVELOPMENT LOAN (3 Years) ....
- ➢ EMERGENCY LOAN (12 Months) ....
- ➢ SHORT TERM (Max. 6 months) ....

PURPOSE FOR WHICH LOAN IS APPLIED: ....

Amount of loan applied for in Kshs .... In words ....

....

For a period of .... months. To be repaid in Monthly installment of Kshs ....

Plus interest at 1% per month on reducing balance.

SECURITY OFFERED FOR THE LOAN

1. ☐ **Sacco Shares** No. of Shares.............................. Amount: ....
2. ☐ **Githurai 1** No. of Shares .... Cert No.: ....
3. ☐ **Githurai 2** No. of Shares .... Cert N:. ....
4. ☐ **Lanet 1** No. of Shares .... Cert. No:..
5. ☐ **Guarantors** (at least 3)

PART C: GUARANTEE

(To be completed by guarantors)

Amount of loan guaranteed Kshs.. (in words)...

....

NOTE: Amount guaranteed must be equal to or more than the amount applied for:

In consideration of guaranteeing the above loan or less amount that may be approved we the undersigned accept jointly and severally the liability for its repayment in the event of borrowers default.

We understand that if the amount of loan granted is defaulted it will be recovered by an offset against our **other projects** Shares in the company or **Sacco** Shares in the society and that we shall not be eligible for a loan unless the amount in default has been fully cleared.

MBR NO.	NAMES IN FULL	ID.NO	AMOUNT GUARANTEED	SIGNATURE	OFFICIAL REMARKS

PART D: DECLARATION BY APPLICANT.

I declare that the above particulars are true and to the best of my knowledge and belief. I agree to abide by the terms and conditions of loan policy and variations by the credit committee in condition 9 above.

Signature of Applicant .... Date: ....

Witnessed by: (Guarantor) .... Date...

FOR OFFICIAL USE

PART E: LOAN APPRAISAL.

REGISTRY DEPARTMENT.

The above guarantors except the stared * (if applicable) are members and have not guaranteed more than three loans.

I have checked the particulars in Part B and C above of this application and hereby confirm the same to be correct/incorrect.

Comments:

....

Names (in full) .... Sign..................... Date...

Confirmed by:

Names (in full) .... Sign..................... Date...

CREDIT COMMITTEE RECOMMENDATIONS.

We recommend/do not recommended that the above loan be approved for Kshs ....
Repayable in ....Months.

....

....

The loan application is rejected/amount requested reduced for reasons:

....

....

Chairman's Signature..

Member 1 .... Member 2 .... Date ....

MANAGEMENT COMMITTEE

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

Loan approved Kshs .... Recoverable in .... months.

Deferred/rejected for the following reasons:

....

Minute No. .... Date ....

Chairman's signature ....

STAMP ....

PART F: VERIFICATION BY INTERNAL AUDITOR.

I have examined and satisfied myself that this loan has been granted in accordance with the society's by laws and rules and as per the loaning policy currently in force.

Names (in full) .... SIGN .... DATE...............................

INVEST WHERE YOU HAVE A SAY. SOCIETY SEAL