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<u>Type of Loan Applied</u>	
Development	<input type="checkbox"/>
College Fees	<input type="checkbox"/>
School Fees	<input type="checkbox"/>
Emergency	<input type="checkbox"/>
Elimu Vision	<input type="checkbox"/>
Elimu Herbal	<input type="checkbox"/>
Tujenge Jamii	<input type="checkbox"/>

(please tick)

LOAN APPLICATION FORM

APPLICATION NO DATE.....

NAMEM/NOP/NOAGE

PART I:

APPLICANTS MUST READ THE FOLLOWING REQUIREMENTS AND INSTRUCTIONS BEFORE COMPLETING THIS FORM

1. Applications must be made on the original form.
2. The applicant must fill the loan application in full and any incomplete form will be returned unconsidered.
3. Loans are granted in accordance with the loan policy basic requirements.
4. Members shall only have one loan of each category.
5. The total loans granted shall not exceed three times accumulated deposit contribution.
6. No member will be allowed to suffer total deductions including loan repayment in excess of two thirds of his/her basic salary.
7. Guarantors who must be members of the society shall not guarantee more than four loans.
8. The amount applied for should be equal to or less than the loanee's plus the guarantors' shares.
9. The applicant must attach two original current payslip and a copy of national ID Card showing both sides.
10. For a new member to qualify for a loan, he/she must have saved with the society for six consecutive months.
11. The society minimum deposit contribution per month is Kshs. 1,200/=
12. Emergency loan shall be payable in 12 months.
13. A member will not be considered for a loan if the monthly contribution is not regular.
14. Loans granted to members shall be deducted from their salaries including 1.25% interest per month (or as may be approved by Annual Delegate Meeting).
15. Appraisal fee will be charged minimum 200/=
16. A member not contributing EBF and sinking fund will not qualify for a loan.
17. Specify mode of payment:
 - (i) By Cheque
 - (ii) Bank Account
 - (iii) Front Office (indicate branch)
 - (iv) Other mode
18. Instant disbursement of development loan is done at a commission.

For official use only

Date fed bySignRatePeriod.....

**KSHSIS HEREBY
 RECOMMENDED FOR PAYMENT
 GENERAL MANAGER
 DATE**

**AUTHORITY IS GRANTED
 TREASURER.....
 DATE**

PART II:

I (NAME IN FULL)P/NOM/NOID/NO
DATE OF BIRTHPERMANENT ADDRESS
HOME ADDRESSOFFICE TELCELLPHONE
EMAIL ADDRESS:.....

Hereby request a loan of Kshs
Amount in wordsTo be deducted from my salary in monthly instalments of
Kshsplus interest at 1.25% per month. The purpose of
this loan is.....

My particulars are as follows:

PositionTerms of service (.....) Probation/Temporary/Contract/Permanent
(Delete those inapplicable and if on contract indicate the remaining period)
Station
Address
DepartmentSection
Date of membershipCurrent monthly share contribution Kshs
Total share contribution to date
Total outstanding loan on date of application Kshs
Gross monthly salary Kshs.....
Total Deducted Kshs
Net salary Kshs

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 the loan policy and variation by the Credit Committee as above. I hereby authorize the necessary deductions to be made from my salary as repayment of the loan.

SignatureDate

Recommendation by Head of Department/Head of Institution.

.....
.....
.....Telephone
NameDesignationSignDate

Witnessed by (Chairman, Secretary, Treasurer)

District Official of the
Society
NameSignatureDateDistrict.....
Official Tel:Cellphone

PART III:

REPAYMENT GUARANTEE

We the undersigned acting as guarantors for the loan requested above in this agreement, understand and agree, that all shares, interest and deposit with Elimu Co-operative Savings and credit Society and owned by us are hereby Pledged individually or/and severally as security for the said loan on such part of its as may be granted. In the case of default by the loanee, the Treasurer is hereby authorised to deduct any balance, interest and cost pertaining to the aforementioned loan from the securities hereby pledged. Should the loan not be granted this guarantee automatically become null.

GUARANTORS							
NO	NAME	M/NO	PERSONAL NO	SHARES KSHS	SIGNATURE	NO. OF LOANS GUARANTEED	TELEPHONE/ P.O. BOX No.

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REGISTRY DEPARTMENT

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

(A) Comment(s)

NAMES (In Full).....Signature.....Date

PART IV:

LOAN APPRAISAL

Loan NoDate received in register entry folio No.....

Total shares contribution Kshs.....

Balance of previous Loan Kshs

Net salary Kshs Last remittance as at.....

Recovery rate of outstanding loans per month:

PRINCIPAL	INTEREST	TOTAL	Remarks
A. Development Loan KshsKshs	Kshs		Remarks
B. Refinancing Loan Kshs Kshs	Kshs		Remarks
C. School fee Loan KshsKshs	Kshs		Remarks
D. Emergency Loan KshsKshs	Kshs		Remarks
TOTAL KSHS..... Kshs	Kshs		

Loan entitlement..... Instalments required (No).....

Prepared by (Name).....Signature..... Date

Checked by (Name).....Signature..... Date

LOANS OFFICER'S COMMENTS

This application should be accepted/rejected for the amount of Kshs..... repayable in instalments. If rejected or amount requested is reduced, the reasons are:-

- 1. 2/3 basic salary=
2. Less deduction=
3. Amount to commit=

Prepared by (Name) Signature Date

Checked by (Name)..... Signature Date.....

PART V:

CREDIT COMMITTEE

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

(a) Loan approved Kshs

Amount in words.....

Recoverable in..... months

(b) Deferred/rejected for the following reasons:-

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

Date..... Member..... Date.....

MANAGEMENT COMMITTEE:

To be completed in cases which require special permission to be granted as relates to conditions stated in loans policy.

VARIATION:

The management Committee, taking into consideration the special circumstances, as agreed to the variation of the current loan policy necessary to effect a loan of Kshs..... applicant.Reasons.....

This decision was taken at a Management Committee meeting held on.....

..... Minute no.....

CHAIRMAN..... TREASURER..... SECRETARY.....

DATE..... DATE..... DATE.....

ADMINISTRATION

1. Cheque prepared by (Name)

Signature..... Date

2. Cheque No Voucher. Amount Kshs Amount in words.....

3. Dispatched by (Name)..... Signature Date

4. Posted by (Name) Signature Date Collected by (Name) Signature..... Date

ID/No Date

5. Principal monthly recovery Kshs Last installment Due

6. Certified 1 st recovery received on..... Account

(Name)

Signature Date

AT COMPLETION

The amount of this loan plus 1.25% interest per month was fully paid up and this agreement terminated as at

(Date)..... Signed

Accountant (Name) Date.....