



LOAN APPLICATION & AGREEMENT FORM

FOR OFFICIAL USE: Loan No Received by Sign & Stamp

PART A: APPLICANTS PERSONAL DETAILS

Full Name: Member No: ID No:
 Payroll Number: Date of Birth: Mobile No.:
 KRA PIN: Email: Postal Address: Town:
 Bank Name: Bank Account No: Branch:

PART B: EMPLOYMENT DETAILS

Applicants Employer: Designation: Department:
 Station: Physical Address: Street: Postal Address:
 Office Telephone/ EXT: Mobile Phone:
 Terms of Employment: Permanent Temporary Contract If on contract state expiry date:

Self-employment details (Attach certified 3 months' bank statement)

Type of Business Years in operation KRA PIN
 Physical Address Street Telephone Contact:
 Email: Monthly Business Income (Kshs): Other Income:

PART C: LOAN PRODUCT (Tick the appropriate box)

Development Loan (84 months)	Musharaka Normal loan (48 months)	Business Loan (48 months)	
College Fee Loan (24 months)	Musharaka Emergency loan (12months)	Top Up Development Loan (84 months)	
Emergency Loan (18 months)	Makaribisho Loan (60 months)	Top Up Emergency Loan (18 months)	
School Fees Loan (12 months)	Loan Amalgamation (84 months)	Top Up College Loan (24 months)	
Holiday Loan (12 months)			

Loan amount applied Kshs (in words)
 Repayment Amount Repayment period Loans Officer Name Sign
 Additional security Retain / Adjust monthly share contribution to Kshs.

PART D: APPRAISAL – CREDIT & RISK COMMITTEE

Loan approved/qualified Kshs. (in words)
 Recoverable in months at an interest rate of%
 Credit Committee's Member Number:
 Signatures: Chairman Secretary..... Member Date

MANDATORY REQUIREMENTS: A copy of your latest payslip, copy of your National I/D, KRA PIN, Supporting documents in case of School/College fees loan, Certified bank Statement for at least 3months
Please fill in duplicate

PART E: PURPOSE OF THE LOAN (please tick where appropriate)

Restructuring Loan	Consumer Durables	Animal Production	Wholesales	ICT Services
Education	Social, communal expenses	Agricultural service	Retail	Microfinance
Land	Rental houses construction	Agribusiness	Public service transport	Hospitality
Medical Bills	Construction of residential	Forestry & Logging	Buy vehicle accessories	Service Industry
Maternity	Building renovations	Cottage Industry	Transportation of goods	Investments
Utility bills	Crop Farming	Insurance	Clear Banks loans	Foreign Trade
Household utilities	Mortgage Finance	Other:(specify)		

PART F: LOAN AGREEMENT AND DECLARATION

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief and agree to abide by the bylaws of the Society, conditions and terms of the loan policy and any variations by the Board of Directors. I hereby (tick as appropriate)

- authorize the necessary deductions to be made from my salary as repayment for this loan.
- pledge to promptly remit the sum of money consisting of Principal loan repayment and interest until the loan is repaid in full through direct debit bank arrangement.

The non-adoption of the payroll deduction mode or otherwise, does not in any way discharge me from my obligation of ensuring that the monthly loan repayments are remitted promptly to the society.

Applicant’s Signature Date

PART G: ENDORSMENT BY EMPLOYER

I hereby certify that the above named applicant is an employee of this organization. I further agree to the requirements of this loan agreement and we shall facilitate checkoff through payroll in favor of Ubora Regulated NWDT Sacco Society Ltd.

Name Designation..... Signature..... Date

PART H: SECURITY AND GUARANTORSHIP

Additional security other than guarantors: Tick if Self-Guarantor.

NOTE: The Society may require collateral security to be furnished for the loan applied.

Repayment Guarantee: In consideration of the society granting the whole of the above loan or any lesser amount that may be approved we the undersigned hereby accept jointly and severally liability for its repayment in the event of the borrower’s default. We understand that the amount in default may be offset against our deposits in the Society or by attachment of our properties or salaries, and that we shall not be eligible for loans unless the amount in default has been cleared in full.

	M/NO	NAME	HRNO	ID NO	AMOUNT (KSH)	WORDS	SIGN
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

CAUTION: Guarantors are strongly advised to read all the information supplied in this form by the applicant and terms and conditions contained herein, to understand the full implications of signing this part.

Guaranteed amount Kshs. in words

Witness Name (in full) M/No. Sign Date