



KENYA UNION OF SAVINGS AND CREDIT CO-OPERATIVE LTD.

P.O. Box 28403, Tel: 2130191/2722927/2712595, Fax: 2721274 Nairobi

CENTRAL FINANCE FUND

LOAN APPLICATION & LOAN AGREEMENT FORM (EXPRESS LOAN)

1. NAME: SACCO SOCIETY LTD.

2. CFF MNO. ADDRESS

.....
TELEPHONE

3. LOAN APPLICATION AND REPAYMENT TERMS:-

We, the undersigned, duly authorised by the management committee of

SACCO Society Limited, do hereby apply for a loan of Kshs

(amount in words)

..... from

KUSCCO-CFF, repayable in monthly installments.

4. REPAYMENT GUARANTEE.

We do accept on its behalf liability for repayment of the loan as approved by KUSCCO-CFF. We

understand that the principal amount in default together with interest due and collection expenses can be offset against the Society's assets. The monthly remittance to KUSCCO-CFF including the repayment of this loan will be as follows:-

i) Monthly installment Kshs

ii) Interest charge at per month on opening balance is Kshs.....

..... iii)

Monthly savings Kshs Total

amount as per Banker's Order (i+ii+iii) Kshs

5. DOCUMENTS TO BE ATTACHED

- (a) Latest trial balance
- (b) Minutes of the management committee authorised borrowing from CFF
- (c) Latest audited accounts
- (d) Insurance policy
- (e) Maximum borrowing powers extract
- (f) Banker's Order

8. PURPOSE FOR LOANS

Clearly indicate the purpose for which the loan is applied

.....

.....

.....

INDICATE APPROXIMATELY WHEN THIS LOAN IS REQUIRED

.....

SOURCE OF FUNDS

Clearly state the source(s) of finance at the disposal of the Society for the repayment of this loan.

.....

.....

.....

DEFAULTERS

- 9.** No Society shall be allowed to withdraw from the Fund unless the Society's loan is repaid in full or the loan balance can be fully offset by the Society's savings after 90 days notice.
- 10.** Any society which desires to offset the loan balance against the savings is in breach of contract and will be subjected to 7.5% offset fee based on the outstanding balance at the time.
- 11.** Where a loan is not repaid on the due date, a 6% p.a. penalty will start accruing for every month defaulted.
- 12.** Any society which defaults for 6 consecutive months will have the loan offset against savings and suffer offset fee of 7.5% p.a. on outstanding loan.

Name

Signature

Date

Chairman

Secretary

Treasurer

Manager

..... ..

9. **FOR OFFICIAL USE ONLY**

(a) PROVINCIAL EVALUATION

We today examined the loan application forms of SACCO
Society Limited.

(i)

In our opinion:

The purpose for which the loan application has been made is a genuine one. We therefore recommend that the
above named Society be considered for the total amount of the loan applied for.

(ii)

The Society cannot justify the need for the amount applied for. We recommend that the
society be considered for a loan of Kshs only being the
current loan demand by the members.

(iii)

The society cannot comfortably service a loan of Kshs
without interfering with the day-to-day running of the Society. We therefore recommend that the society
be granted a loan of Kshs so that it is not overburdened.

(iv) The Society should not be granted the loan as it does not maintain proper records and
books of accounts.

(v) The Society should not be granted the loan as it does not enjoy check-off facilities.
**Tick as appropriate.*

Signed Date

Regional Manager

(b) **HEAD OFFICE ONLY**

LOAN APPRAISAL

Loan No. Date received..... Total
savings Kshs
Outstanding loans Kshs Loan
entitlement Kshs Number
of instalments Kshs Monthly
repayment Kshs Prepared by
..... (Signed) Date

MANAGER'S COMMENTS

The loan application should be accepted/rejected for Kshs
..... repayable in
monthly instalments.

The loan has been rejected/deferred/reduced because:

.....
.....
.....

Signed Date

CENTRAL FINANCE SUB-COMMITTEE

We have dealt with the above loan application taking into account the above remarks as follows:

(a) Loan approved Kshs recoverable
in monthly instalments of
Kshs per month.

(b) Loan rejected/deferred/reduced for the following reasons:

.....
.....
.....

Date

Central Finance Sub-Committee Minute Number

Signed Chairman

Member