KUSCCO LTD.
Kenya Union of Savings & Credit Co-operatives Ltd.
-The SACCO Family Union-

pamoja life
BRINGING PEOPLE TOGETHER

**CENTRAL FINANCE FUND**

**LOAN APPLICATION, ASSESSMENT AND AGREEMENT FORM FOR GREEN ENERGY PRODUCTS**

*[NOTE: By submitting this form, KUSCCO will assess your credit worthiness and establish for your SACCO Credit Limit for one financial year from which you can draw down funds according to your members demand for green energy products]*

Part I **SACCO Details**

NAME OF THE SACCO & ADDRESS

Part II **Loan Amount applied for**

Kshs________________________

Amount in words

_____________________________________________________________________________

_____________________________________________________________________________

_____________________________________________________________________________

Part III **SACCO official signatures**

Chairman…………………………………….signature……………………………Date…………………

Secretary………………………………….signature……………………………Date………………….

Treasurer………………………………….signature……………………………Date………………….

Manager………………………………….signature……………………………Date…………………..

Part IV **SACCO Stamp**

SECTION II—ASSESSMENT

Part V **Documents to be attached**

Latest Trial Balance (not more than 90 days old)
Minimum of Management Committee authorizing borrowing
Latest Audited Accounts
Proof of Loan insurance
Maximum borrowing powers

Part VI **SACCO Savings into Green energy scheme**

Kshs______________________________
Amount in words____________________________________________________________________________
_____________________________________________________________________________________________

Part VII **Other Loans successfully applied before and disbursed**

1. ______________________________________
2. ______________________________________
3. ______________________________________
4. ______________________________________

SECTION III—AGREEMENT FORM

Part VIII **Repayment Guarantee**

We, on behalf of the SACCO accept liability for repayment of credit/loan as approved by KUSCCO-Central Finance Fund. We understand that, the principal amount in default together with interest due and collection expenses can be offset against the Society's savings. The monthly remittance to KUSCCO-CFF will be as follows:

i. Monthly installment Kshs………………………………..
ii. Interest charged at 10% per month on opening balance in Kshs…………………………………..
iii. Monthly Savings Kshs…………………………..
iv. Total Amount as per Banker's Order (i+ii+iii) Kshs…………………………………………….

Part VIII **Defaulters**

- Any single default in loan repayment shall attract 6% p.a penalty on the outstanding balance and shall accrue for every month defaulted
- Defaulting SACCOs shall be listed with Credit Reference Bureau (CRB)
- Withdrawing from the Scheme is not allowed unless the loan is repaid in full or the unpaid balance can be offset the savings after 90 days' notice.
- Loan off-set against the balance is in breach of contract and will be subjected to 7.5 % offset fee on the outstanding balance at the time.

Part IX **FOR OFFICIAL USEONLY**

**1) REGIONAL EVALUATION**

We today examined Loan application forms for …………………………………SACCO Society Ltd. In our opinion:

a. The purpose for which the loan application has been made is genuine. We therefore recommend that the above named Society be considered for the total amount of the loan applied for
b. The Society cannot justify the need for the amount applied for. We recommend that the Society be considered for a loan of Kshs. ……………………………………………
c. 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…………………to ease burden of repayment.
d. The Society should not be granted the loan as it does not maintain proper records and books of accounts
e. Other remarks…………………………………………………………………………......
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2) **HEAD OFFICE USE ONLY**

**Loan Appraisal**

Loan No……………………………….. Date received……………………………………………

Total Savings Kshs……………………………………………………………………………

Outstanding Loans Kshs………………………………………………………………………

Loan entitlement Kshs……………………………………………………………………...

Number of Installments………………………………………………………………………

Monthly repayment Kshs……………………………………………………………………..

Appraised by: Name…………………………………………………….

Sigmature…………………………Date………………..

**Manager's Comments**

The Loan application should be accepted/rejected for Kshs……………………..repayable in………………monthly installments. The loan has been rejected/deferred/reduced because:………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

……………………………………………………………………………………………………

Name……………………………………………………………………………………………...

Signed……………………………………………..Date………………………………………………………

Checked by: FM (Name)…………………………………………………………………………….

Signature……………………………………Date……………………………………

IAM (Name)…………………………………..........……………………………………

Signature……………………………………..Date……………………………………...

Approved by: MD (Name)……………………………………………………………………………..

Signature……………………………………..Date……………………………………...

3) **BUSINESS COMMITTEE**

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

a) The loan approved Kshs………………………recoverable in……………...monthly installments of Kshs………………..per month

b) Loan rejected/deferred/reduced for the following reasons…………………………………………...

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

……………………………………………………………………………………………..

Date……………………………………………………………………………………………….

Business Committee Minute Number……………………………………………………………….

Signed: Chairman………………………………………………………………………………...