P.O Box 28403-00200 CITY SQUARE, NAIROBI, KENYA

CENTRAL FINANCE FUND

LOAN APPLICATION & LOAN AGREEMENT FORM

KUSCCO JIKO SAFI LOAN

1. NAME……………………………………………………………………………………………SACCO SOCIETY LTD
2. CFFM No.…………………ADDRESS……………..
   TEL……

3. LOAN APPLICATION AND REPAYMENT TERMS

We, the undersigned, duly authorized by management committee of………………………………………Sacco Society Limited, do hereby apply for loan of Kshs……………………………………………………………...............

(Amount)……
……
…………….from KUSCCO CFF repayable…………………………………………………………………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 principal amount in default together with interest 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 charged 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 authorized borrowing from CFF
c. Latest Audited Accounts
d. Insurance Policy
e. Maximum Borrowing Powers extract
f. Bankers Order
g. Proof of Clean Cookstove product at the Sacco

6. **PURPOSE FOR LOANS**
Clearly indicate the purpose for which the loan is applied
………
………

7. **INDICATE APPROXIMATELY WHEN THIS LOAN IS REQUIRED**
....

8. **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 30 days notice.
10. Any society which desires to offset the loan balance against savings should meet the interest receivable for the entire period of the loan.
11. Where a loan is not repaid on the due month, 6 % p.a penalty will start accruing for every month defaulted.

Name	**Signature**	**Date**
Chairman…………………………………………	…………………………………	…………………………………..
Secretary…………………………………………	…………………………………	…………………………………..
Treasurer…………………………………………	…………………………………	....
Manager…………………………………………	…………………………………	…………………………………..

12. **FOR OFFICIAL USE ONLY**

a. PROVINCIAL EVALUATION

We today examined the loan application forms of………………………………………………………
Sacco Society Limited
In our opinion:

i. 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 appropriated
Signed…………………………………………………………………………..Date……………………
Region Manager

b. **<u>HEAD OFFICE ONLY</u>**

LOAN APPRAISAL

Loan No……………………………………………….Date received…………………………………………….
Total Savings Kshs…………………………………………………………………………………………...
Outstanding Loan Kshs……………………………………………………………………………………
Loan entitlement Kshs………………………………………………………………………………………
Number of Installments ……………………………………………………………………………………
Monthly repayment Kshs…………………………………………………………………………………
Prepared by………………………………………………………………………..(Signed) date……………..

<u>MANAGER'S COMMENTS</u>

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

The loan has been rejected/deferred/reduced because:
………
………
………
………………………………………………………………
Signed………………………………………………………………………………….Date………………………

<u>CENTRAL FINANCE SUB-COMMITTEE</u>

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

a. Loan approved Kshs………………………………………………………recoverable in ……………………… monthly installments of Kshs……………………………………….per month.
b. Loan rejected/deferred/reduced for the following reasons
   ....
   ....
   Date……………………………………………………………………
   Central Finance Sub-committee Minute Number……………………………………………………

   Signed

   Chairman………………………………………………………………………………………

   Member……………………………………………………………………………………..