



**PEFA NAIROBI CENTRAL SACCO LTD**  
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**LOAN APPLICATION AND AGREEMENT FORM**

**CHECK LIST:**

- Original duly filled form.
- Copy of ID attached.
- Six months mpesa/ Account statement.
- Guarantors, ID no. & signatures.
- Two current pay slips

**COLLATERAL CHECK LIST:**

- Original log book
- Original Title deed
- Lease Agreement

NB: this form should be clearly and fully filled by the applicant after carefully reading and understanding the basic rules, regulations governing the loan being applied for. The filled form should not have any alterations or erasures whatever.

**Type of loan (tick as applicable)**

- I. Development loan  School Fees loan  Jipange loan  Emergency loan  Biashara loan   
 Investment Loan

**APPLICANT INFORMATION.**

1. Full Name \_\_\_\_\_ M/NO \_\_\_\_\_
2. ID/Passport No \_\_\_\_\_ Nationality \_\_\_\_\_
3. Date of Birth \_\_\_\_\_ Sex: Male  Female
4. Home address \_\_\_\_\_ Mobile No. \_\_\_\_\_ Email \_\_\_\_\_
5. Physical Address: Town \_\_\_\_\_ Estate \_\_\_\_\_ Street \_\_\_\_\_

**A. EMPLOYMENT DETAILS.**

6. Name of the Employer \_\_\_\_\_ Designation \_\_\_\_\_ Department \_\_\_\_\_  
 SELF EMPLOYED. Type of Business \_\_\_\_\_ Business Location \_\_\_\_\_ Average monthly income \_\_\_\_\_
7. Employment terms: Permanent  Temporary  Contract  Others  if on contract indicate expiry date \_\_\_\_\_

**B. LOAN PARTICULARS.**

8. Amount of loan required Kshs \_\_\_\_\_ (Amount in words) \_\_\_\_\_
9. Repayment period (in months) \_\_\_\_\_
10. Number of outstanding loans in Kshs \_\_\_\_\_
11. Total deposits Kshs. \_\_\_\_\_
12. Additional security other than shares and guarantors \_\_\_\_\_
13. Purpose of the loan \_\_\_\_\_
14. Do you belong to any other Co-operative society if **YES** name the society \_\_\_\_\_

**C. MEMBER'S BANK DETAILS**

Full member's names \_\_\_\_\_

Bank name \_\_\_\_\_

Bank branch \_\_\_\_\_

Bank account no \_\_\_\_\_

**D. LOAN AGREEMENT AND DECLARATION:**

In consideration of the Sacco granting me the amount applied for or as the Board of Directors may decide, I hereby declare as follows: -

1. That the information provided by me and the foregoing particulars are true to the best of my knowledge and belief.
2. I agree to abide by all the terms and conditions governing this loan and any other future amendments as may be reasonably made from time to time.
3. That I agree to pay all charges, fees, rates, levies or taxes that are or may become payable on any asset offered as security. I also irrevocably authorize the Society to pay such charges, fees, levies or taxes on my behalf and to include them as part of the amount owed by myself.
4. That the Society may use any information related to me for evaluating the credit application. The Society may also share such information with credit rating or reference agencies. I willingly grant consent to the Society to use any information that it may obtain about me with regards to this loan application in an appropriate manner as permitted by the Society's by-laws and other related laws of Kenya. The Society may lawfully disclose information about me to debt recovering agencies, investigation agencies and law firms with a view to recovering any debt due to the Society from myself, at the full expense of my account.
5. I consent Pefa Nairobi Central Sacco Ltd to engage with my current and future employers with the view of recovery of any outstanding balances.
6. That should I leave the service of my present employer, any sum of money due to me from the said employer for whatever purpose may be utilized to the extent necessary to liquidate any outstanding loan balance.
7. I hereby irrevocably authorize the SACCO to settle at any time all monies held by the Sacco against my indebtedness arising from this facility now or in future as per Pefa Sacco's by-laws and policies.

**DISCLAIMER**

I confirm that I have authorized Pefa Nairobi Central Sacco Society Ltd to access my credit profile and that this profile can be delivered to their e-mail/postal address indicated herein and hereby authorize the Credit Reference Bureaus as may from time to time be identified by the Board of Directors, to mail/deliver/send my credit report to the e-mail/postal address indicated above. I release the identified CRB, their officers, employees and agents from all claims, actions or proceedings of whatsoever nature and howsoever arising, suffered or incurred in connection with the CRB sending/delivering/mailling my credit report to the addresses that I have provided.

I \_\_\_\_\_ ID \_\_\_\_\_ sign \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/20\_\_\_\_

**E. REPAYMENT GUARANTEE**

**NB. Guarantors are advised to read carefully all the information in this form and the terms and conditions contained herein before signing the Loan Application. Any alterations of the loan amount applied for must be countersigned by all guarantors.**

Inconsideration of granting the above loan or any lesser amount that may be approved we, the undersigned hereby **acknowledge to have read and understood the above rules and application and accept, jointly and severally , liability for repayment including interest and cost appertaining to the aforementioned loan of Kshs \_\_\_\_\_(amount in words \_\_\_\_\_**

**\_\_\_\_\_ ) in the event of borrowers default may recovered by an offset against our savings in the society or attached of our property, terminal benefit or salary, and that we shall not be eligible for loans unless the amount in default has been cleared in full. We also understand that the liability of the loanee and the guarantors is personal and shall extend beyond the deposits held by each one of us in the Sacco in case of default. I hereby confirm:**

TO BE FILLED BY GUARANTORS						OFFICIAL USE
Member name	ID number	Member Number	Total deposits	Amount Guaranteed	Signature	Guarantor Approved or rejected

**F. OFFICIAL USE ONLY- APPRAISAL.**

Total deposits \_\_\_\_\_ Total outstanding loans \_\_\_\_\_  
 Loan Entitlement \_\_\_\_\_ Period \_\_\_\_\_ Principal \_\_\_\_\_  
 Salary: Basic/Gross Income \_\_\_\_\_ Net Salary/Income \_\_\_\_\_  
 Designation \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**G. CREDIT MANAGER.**

I recommend that this loan application should be accepted/ rejected for the amount Kshs \_\_\_\_\_ repayable in \_\_\_\_\_ months.  
 The loan application is rejected or amount requested reduced for the following reasons:

Signature \_\_\_\_\_ Date \_\_\_\_\_

**H. CHIEF EXECUTIVE OFFICER**

I authorize/reject this loan application for the amount Kshs \_\_\_\_\_ repayable in \_\_\_\_\_ months.  
 The loan payment is rejected or amount requested reduced for the following reason/s:-

Signature \_\_\_\_\_ Date \_\_\_\_\_

**I. CREDIT COMMITTEE.**

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

- a) Loan approved Kshs \_\_\_\_\_ Recovered in \_\_\_\_\_ Monthly installments
- b) Deferred/rejected for the following reasons \_\_\_\_\_
- c) Credit Committee Minute number \_\_\_\_\_  
 Chairman's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Member's Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Member's Name \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## J. ACCOUNTS/FINANCE.

Amount dispatched \_\_\_\_\_ Mode of payment CHQ NO/MPESA IT \_\_\_\_\_ Date paid. -----

Account

details \_\_\_\_\_

Name of dispatching officer: \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### READ CAREFULLY THE LENDING TERMS OF YOUR LOAN APPLICATION IN THE NEXT PAGE

#### K. BASIC RULES & REQUIREMENTS

I understand the rules applicable to this application as listed below and that the loans will be granted in accordance with these rules:

1. A member must have been contributing and been active for a minimum period of 6 months.
2. All loans MUST be fully secured by a minimum of Two (2) guarantors who must be active members of the Society and/or with collateral.
3. Guarantors' loan and deposits must be up-to-date to qualify for loan guarantee.
4. No member will be permitted to suffer total deductions including savings, loan repayment and interest in excess of two-thirds of his/her gross salary.
5. New loans will be given subject to the previous loan being regularly serviced.
6. In case of any default in repayment, the entire balance of the loan will immediately become due and payable at the discretion of the Pefa Sacco board of directors and all deposits owned by the member and any interest due to the member will be offset against the balance owed. Any remaining balance will be deducted from the m guarantors. The member will be liable for any costs incurred in collection of the loan balance and accumulated interests.
7. Upon default, the Sacco shall dispose any collateral offered as security to recover the amount defaulted.
8. Savings contribution paid in cash or cheque shall remain in the Society for at least six months to be considered for lending purposes.
9. The loan application form must be completed and supported with the most recent pay slip, account statement, mpesa statement, copy of national identity card/passport and any other relevant supporting documents.
10. An application for a loan shall only be considered when the authorized loan application form has been filled.
11. No member may withdraw his deposits unless all loans are repaid and all loans guaranteed by him are cleared or replacement guarantors sought for the same.
12. The funds for the loan approved will be issued net off the bank charges, processing fee of kshs 300 and loan balances being offset.
13. The funds for the loan approved will be issued net of the insurance premium, referencing costs, bank charges and loan balances being offset.
14. Members who are not in formal employment should attach a statement stating income received and a certified copy of Six (6) months bank statement.
15. A member who has a non-performing loan with other institutions is not eligible for a loan until he/she provides CRB clearance certificate.
16. A member with a performing loan with default history MUST explain the reason which led to the default before his application can be considered.
17. A member who has been guaranteed by a defaulter will not be eligible for a new loan or to guarantee any new loan unless he provides a replacement to the defaulter.
18. Members shall not have more than one loans of the same kind.
19. If a member wishes to restructure his or her loan, he/she will incur a cost of 5% of the outstanding loan balance
20. Loans granted for school fees and other emergencies must be repaid in 12 months at 1.2% maximum amount is kshs 100,000.
21. **Development Loan** Interest rate is 1.2 % on reducing balance and its repayment period is 36months.
22. Processing and service fees of 1% and 300 respectively will be charged upfront on **ALL loans**.
23. Maximum Repayment period for **Jipange Loan** is 6 (six) months, maximum amount is kshs 50,000 and interest rate is 10% deducted upfront.
24. Maximum loan application for **Biashara loan** is to be applied is Ksh. 200,000 at 1.5% disbursed within 48 hours.
25. **Investment Loan** the minimum is kshs 1 million and maximum repayment period is 60 months at a rate of 1.2% on reducing balance.

Name \_\_\_\_\_ ID \_\_\_\_\_ sign \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/20\_\_

Borrow Wisely, Repay Promptly