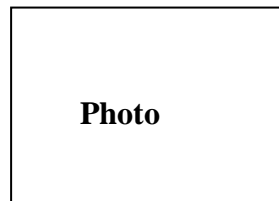


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 Website: www.ardhisacco.com  
 NAIROBI



Reg. No.....(Official)

Date.....



## MEMBER'S LOAN APPLICATION FORM

### PART I

#### MEMBER'S DETAILS *(Please read our lending requirements on page 4 carefully)*

Name.....

Membership No.....Personal No.....

Address .....ID/No.....(attach copy)

Email address.....Mobile TelNo.....

County.....Ministry.....Dept.....

Home Address.....Home County .....

Amount applied (in figures) Ksh.....

In Words.....

Period.....months.

Purpose for the Loan.....

Signature.....

### PART II.

#### MEMBER'S BANK ACCOUNT DETAILS

All loans shall be deposited to the FOSA account and accessed through the Sacco Link, Pesa Pepe or cash.

FOSA A/C NO .....

#### OTHER BANK DETAILS:-

Bank:.....Branch .....

A/c No.....Signature.....

### PART III

#### APPLICATION FOR JAZA JAZA FACILITY *Tick Appropriately*

I hereby request the Society to clear on my behalf and recover with interest thereof.

Deposits Boosting	Karibu Loan	Development Loan	Emergency Loan	School fees Loan	ASFOS Advances
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Signature.....Date:.....

**PART IV**

**COMMITMENT TO REPAY THE LOAN**

I hereby authorize the society to deduct my salary to repay the amount of loan granted to me plus interest on monthly basis by cash, standing order, **paybill No.305750**, ASFOS or any other mode accepted by the Society until the loan and interest is repaid in full.

**Loanee's Signature:**.....**Date:**.....

**PART V**

**REPAYMENT GUARANTEE**

We, the undersigned **guarantors** hereby accept jointly and severally liability for the repayment of the loan in the event of the loanee defaulting. We accept that the amount shall be deducted from our salaries or from our deposits and other assets held in the society.

NAME	MNO	PNO	MINISTRY/ COUNTY	DEPOSITS OFFERED KSH.	SIGN

**PART VI**

**LOAN APPRAISSAL (Computer copy attached)**

**CREDIT MANAGER**

(a) Amount appraised Ksh.....payable in .....months.

(b) **REJECTED** (reasons).....

Signature.....Date.....

**PART VII**

**INTERNAL AUDIT**

(a) Amount recommended Ksh.....payable in .....months.

(b) **REJECTED** (reasons).....

Signature.....Date.....

Rubber Stamp

**PART VIII  
LOAN AUTHORISATION  
CHIEF EXECUTIVE OFFICER/DCEO/GM**

(a) Amount authorised Ksh.....payable in .....months.

(b) **REJECTED** (reasons).....  
Signature.....Date.....

**PART IX  
CREDIT COMMITTEE APPROVAL**

The Credit Committee .....examined this loan application and:-

(a) **Approved** Kshs.....Recoverable in.....months.

(b) **REJECTED** (reasons).....

**Chairman**.....Date.....

**Secretary**.....Date.....

**Member**.....Date.....

**PART X  
CREDIT CONTROLLER**

Loan fed W. E. F. (Month).....

<b>Principle</b>	
<b>Interest</b>	
<b>Total</b>	

Data sheet fed by (Name).....Sign.....Date.....

Data sheet checked by (Name)..... Sign.....Date.....

**Comments**.....

**PART XI  
ACCOUNTS**

**Loan Disbursed By:**

Name..... Sign.....Amount.....Date.....

**Checked By:**

Name..... Sign.....Amount.....Date.....

**Batch No**.....

Rubber Stamp
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## **PART XII**

### **LENDING REQUIREMENTS**

Here below are some few basic rules extracted from the society's lending policy which govern the process of granting loans: -

1. A member must have completed three months and contributed a minimum of Ksh.10, 000 to qualify for credit facility except for karibu loan.
2. A member shall not qualify for any credit facility unless he has paid minimum institutional shares of Ksh.5,000.
3. The most current payslips be attached to the loan application form for those members in payroll.
4. Cash Payees must attach 3 months Bank Statements.
5. Loans granted to members shall be repaid with an interest of 7.8% P.a.
6. No member shall be allowed to suffer deductions exceeding 2/3 of the basic salary.
7. The society may grant members loans three times their deposits contributed.
8. A loan must be guaranteed by at least two members, whose deposits plus those of the loanee shall be equal to or more than the amount applied.
9. A loan applied within one's deposits may not need Guarantors as long as the member has not guaranteed any other loan.
10. A loan **must** be cleared in full before applying for a second loan of the same type.
10. The Society may clear for a member any outstanding loan balance or boost deposits through the jaza jaza facility at a reasonable fee.
11. The repayment period for development loan shall not exceed 72 months.
12. All school fees loans shall not exceed 15 months.
13. Emergency loans shall not exceed 20 months.
14. Karibu loan may be granted to newly recruited members who qualify and shall not exceed 18 months upto a maximum of Ksh.50,000.
15. A member **shall** not belong to more than one SACCO doing the same business.
16. Loan application forms shall be considered in the order of first come first served basis.
17. No member shall be allowed to guarantee more than Ten (10) loans.
18. A member who has been granted a loan shall repay the loan for at least one instalment before applying for any other loan.
19. A Member who is not in the payroll shall have his loan guaranteed by salaried members and the guarantors shall not be eligible for loans until the loanee has repaid the loan in full or equal to his/her deposits.