

# ARDHI SACCO SOCIETY LTD

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 NAIROBI



**Ardhi Sacco Society Ltd**  
 Ardhi Kwa Ustawi

(Licensed Deposit taking SACCO)

Loan No.....(Official)

Date.....

## MEMBER'S LOAN/ADVANCE APPLICATION FORM



### PART I: MEMBER DETAILS

Name.....  
 Membership No.....Personal No.....  
 Address .....ID/No.....(attach copy)  
 Email address.....Mobile Tel No.....  
 County.....Ministry.....Dept.....  
 Home Address.....Home County.....  
 Amount applied (in figures) Ksh.....In Words.....  
 .....Repayment Period.....months.  
 Type of Loan.....

Loan Type	Repayment Period (Months)	Tick Appropriately	Loan Type	Repayment Period	Tick Appropriately
Development Loan	84		Instant Advance	36	
Emergency loan	24		Salary Advance	12	
School fees loan	20		Pesi Pesi Loan	12	
Karibu Loan	18		Group Loan	12	
Pengo Loan	36		Fosa Business Loan	6	
Ustawi Asset Loan	12		Pension Loan	24	
Jaza Jaza Shares	One - off		M-Ardhi Mobile Loan	1	
Discounting Credit	One - off		Discounting Dividend Advance	One - off	
			Premium Advance	36	

### MEMBERS BANK ACCOUNT DETAILS

All loans shall be deposited to the FOSA account and accessed through Sacco Link Card, PesaPePe, Cash or Pesa Link

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

A/c No.....

### PURPOSE OF LOAN/ADVANCE (Tick appropriately)

#### AGRICULTURE

**Crop farming;** Tea farming, Coffee Farming, Sugarcane Farming, Other cash crop farming, Rice Farming, Other Cereals' farming such as maize, wheat, sorghum, millet, legumes such as beans, peas, snow peas, cow peas, French beans, Horticulture crops such as vegetables, fruits, flowers roots & Tubers such as Irish potatoes, sweet potatoes and cassava.

**Animal Production;** Dairy Farming, Beef production, Poultry Farming, Bee Keeping, Rabbit Farming, Sheep and Goat Rearing, Pig farming and Others

**Agricultural supporting services;** Agricultural machinery such as truck, tractors and other farm tools, Water, irrigation and supporting services, Veterinary and related services.

**Agribusiness;** Agricultural equipment and accessories, Dealers in agro-chemicals, seeds and other farm inputs, Distribution of farm produce.

**Forestry and logging;** Agro-forestry

**TRADE**

**Wholesale and Retail;** Wholesale, Retail.

**Transport;** Public service transport, Purchase of motor vehicle accessories, Transportation of goods.

**Hospitality;** Accommodation, restaurants, conference facilities, event planning & outside catering, theme parks (Wedding and others), Schools and kindergartens, medical clinics and equipment.

**Foreign trade;** import, Export

**MANUFACTURING AND SERVICING INDUSTRIES**

**Cottage Industry;** Jua Kali Industry, Small Scale Agricultural Produce Processing, Dressmaking Industry, leather tanning, Carving and handcrafts

**Servicing Industry;** motor vehicle repairs, professional services such as barber shops, working capital for learning institutions, churches & business enterprises, promotion of local tourism.

**Information, Communication and Technology;** Computer services and internet, Computer software and hardware, Telecommunication Equipment.

**EDUCATION**

**Education and related services;** School fees for primary and secondary schools including shopping and accommodation, college fees, University fees, training fees, seminar fees, Research and scientific activities etc

**HUMAN HEALTH**

**Human Health and related services;** Medical Bills, Purchase of medicine, Maternity Bills and expenses.

**LAND AND HOUSING**

**Land;** Purchase of plots, land purchase services such as surveying and valuation.

**Housing;** construction of multiple residential buildings, construction of commercial buildings, construction of single residential dwelling units, renovations of the buildings.

**FINANCE, INVESTMENTS AND INSURANCE**

**Micro finance;** Payment to microfinance loans

**Commercial Banks;** Payment to Commercial bank loans

**Mortgage Finance;** purchase of residential property/payments to mortgage loans in other financial institutions

**Insurance;** payment to insurance policies

**Investments;** Buying of Sacco shares, purchase of quoted shares, unquoted shares, treasury bills & bonds, commercial papers, unit trusts and other quoted public funds.

Paying personal debts to non-registered institutions.

**CONSUMPTION AND SOCIAL SERVICES**

**Utilities;** Expenses incurred relating to car and electronic repairs, bills like electricity, sewers, water, telephone, decoder, personal debts to family members and friends etc.

**Utilities**

Household necessities like food, beverages and basic household products.

**Consumer durables**

Goods that do not wear out quickly like automobiles (cars) books, household (home appliances, consumer electronics, furniture, tools etc) sports equipment, jewellery toys etc

**Social and communal expenses.**

Burial expenses, wedding expenses, rites of passage expenses.

**Signature.....**

**PART II  
APPLICATION FOR JAZAJAZA FACILITY (Tick Appropriately)**

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

Karibu Loan	Development Loan	Emergency Loan	School fees Loan
Salary Instant	Salary In Advance	Salary Advance	Deposits Boosting

**PART 111  
COMMITMENT TO REPAY THE LOAN**

I commit myself to repay my loan and interest on monthly basis through Payroll deduction, cash, standing order, **Paybill No. 305750**, ASFOS or any other mode accepted by the Society until the loan and interest is repaid in full as per the terms and conditions of the loan.

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

**PART IV: CONSENT TO QUERY AND SHARE INFORMATION**

I hereby authorize Ardhi Sacco Ltd to access/reference and share my full file with Credit Reference Bureau (CRB) in accordance with the Data Protection Act of 2019

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 in the society.

<u>NAME</u>	MNO	PNO	ID/NO	MINISTRY/ COUNTY	DEPOSITS OFFERED KSH.	SIGN

**PART VI: EMPLOYERS RECOMMENDATIONS**

This is to confirm that the applicant is an employee of .....and confirm that the pay slips attached for the months of .....are true copy of the original.

Signed Name..... Date.....

Signature..... H.O.D



**PART VII: LOAN APPRAISSAL (Computer copy attached)**

**CREDIT MANAGER**

Amount appraised Ksh.....payable in .....months.

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

**PART VIII: INTERNAL AUDIT**

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

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

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

**PART IX: LOAN AUTHORISATION**

**CHIEF EXECUTIVE OFFICER/DCEO/GM**

Amount recommended Ksh.....payable in .....months.

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

**PART X: CREDIT COMMITTEE APPROVAL**

The Credit Committee.....examined this loan application and  
Approved Kshs.....recoverable in.....months  
Chairperson.....Date.....  
Secretary .....Date.....  
Member .....Date.....

**PART XI: DATA**

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

**PART XII: FINANCE DEPT**

**Loan Disbursed By:**

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

**Checked By:**

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

**Batch No.....**



**PART XIII: LENDING REQUIREMENTS**

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

1. A member must have completed three months and contributed actively a minimum of Ksh.9,000 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 shall be attached to the loan application form for those members in payroll.
4. Cash payees must attach 6 months Bank Statements.
5. Loans granted to members shall be repaid with applicable rate.
6. No member shall be allowed to suffer deductions exceeding 2/3 of the basic salary.
7. The society may grant members loans four times their deposits contributions.
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 mut be cleared in full before applying for a second loan of the same type.
11. The society may clear for a member any outstanding loan balance or boost deposits through the Jaza Jaza facility at a fee.
12. Karibu loan may be granted to newly recruited members who qualify and shall not exceed 18 months upto a maximum of Ksh.100,000.
13. Loan application forms shall be considered in the order of first come first served basis.
14. No member shall be allowed to guarantee more than Ten (15) loans.
15. A member who has been granted a loan shall repay the loan for at least one instalment before applying for any other loan.
16. Non salaried members shall have his loan guaranteed by salaried memb