

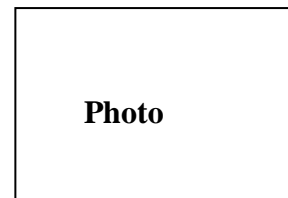
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NAIROBI



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 Tel No.....

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

Home Address..... Home County

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

..... Period..... Months

Signature.....

PURPOSE OF OF THE LOAN (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; Schoolfees 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, sewer, 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 11.

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**

Amount appraised Ksh.....payable inmonths.

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

PART VII**INTERNAL AUDIT**

(a) Amount recommended Ksh.....payable inmonths.

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

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

Rubber Stamp

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

Amount authorised Ksh.....payable inmonths.

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

PART IX**CREDIT COMMITTEE APPROVAL**

The Credit Committeeexamined this loan application and:-

Approved Kshs.....Recoverable in.....months.

Chairman.....Date.....

Secretary.....Date.....

Member.....Date.....

PART X

CREDIT CONTROLLER

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

Principle Ksh. _____ Interest _____ Total _____

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

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.
11. The Society may clear for a member any outstanding loan balance or boost deposits through the jaza jaza facility at a reasonable fee.
12. The repayment period for development loan shall not exceed 72 months.
13. All school fees loans shall not exceed 15 months.
14. Emergency loans shall not exceed 20 months.
15. Karibu loan may be granted to newly recruited members who qualify and shall not exceed 18 months upto a maximum of Ksh.50,000.
16. A member **shall** not belong to more than one SACCO doing the same business.
17. Loan application forms shall be considered in the order of first come first served basis.
18. No member shall be allowed to guarantee more than Ten (10) loans.
19. A member who has been granted a loan shall repay the loan for at least one instalment before applying for any other loan.
20. 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.