

ICPSK SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED

MEMBERS LOAN APPLICATION FORM, LOAN REPAYMENT AGREEMENT AND GUARANTEE

A. Sacco Membership No. _____ ICPSK Membership No. _____
(where applicable) _____

I _____ Employment No. _____

Organization _____

Physical Address _____

Email: _____ Telephone _____

Hereby apply for a loan of Kshs. _____ Repayable in _____ Monthly installments to be deducted from my salary, plus interest at the rate of 1% per month on the diminishing balance.

B. The Purpose(s) for which I require the Loan is (are)

1. Kshs. _____ Purpose _____

2. Kshs. _____ Purpose _____

3. Kshs. _____ Purpose _____

C. The security that I offer for this Loan other than my Share is

1. _____ 3. _____

2. _____ 4. _____

D. Personal Information:-

1. Terms of service _____

2. Present Age _____

3. a) Present Salary (for those employed)

(i) Gross pay Kshs. _____

(ii) Less deductions Kshs. _____

(iii) Net pay Kshs. _____

b) Average Monthly Net Income (for those self-employed) Ksh. _____

Position in the Sacco Society _____

E. I understand that the rules applicable to this applications are listed below and that the Loan will only be granted in accordance with these rules.

1. The application to the society at any time will not exceed 3 times the shares held by the applicant.

2. A member must have completed at least six calendar months and have a minimum shareholding of Kshs. 3,000/=
3. No second loan will be granted until the first one is repaid in full unless it is for any of the following purposes:-
 - (a) Emergency -viz. - death, sudden hospitalization and such other issues of emergency nature.
 - (b) School Fees - documentary evidence a must and cheque to be in the name of the school.
4. Where a second loan is to be given, the balance or the first loan must be less than the shares held.
5. No member shall be allowed a loan of which total deductions will leave the applicant with a salary that is less than 1/3 of the net pay for those employed.
6. The maximum repayment periods will be as follows:-
 - (a) School Fees/ Education, Medical, Funeral etc. _____ 12 months
 - (b) Land development, refinancing, major asset maintenance, Domestic asset,
Land purchase, Business Asset House purchase, or building _____ 24 months
7. The loan shall be guaranteed if the amount exceeds the members shares by at least two members and the shares of the guarantors plus that of the member must be equal to more than the loan applied for.
8. Two most recent payslips where applicable must be attached to the loan application.
9. No member shall withdraw his/her shares unless all loans are repaid and all loans guaranteed by him/her are cleared.
10. All cheques shall be crossed and payable through a bank account.
11. Members may pay by cash through Sacco account, but the paying slip must be receipted.

F. Repayment Guarantee

We, the undersigned, the loanee and the guarantors of the loan hereby applied for, authorise the society to deduct any defaulted portion of the loan plus due interest from any shares owned by us, or to cause deductions to be made from our shares in respect of such default. We understand that repayment of the loan installments plus interest must be paid be paid by 5th of every ensuing month. Witnesses have no liability for this loan.

Loanee _____ Sign _____ Witness _____ Sign _____

Date _____ Date _____

ID NO. _____ Full Name _____

Payroll No. _____

ID No. _____

1st Guarantor Sign _____

Full name _____

Payroll No. _____

ID No. _____

Shares _____

2nd Guarantor Sign _____

Full name _____

Payroll No. _____

ID No. _____

Shares _____

3rd Guarantor Sign _____

Full name _____

Payroll No. _____

ID No. _____

Shares _____

4th Guarantor Sign _____

Full name _____

Payroll No. _____

ID No. _____

Shares _____

Application No. _____

FOR OFFICIAL USE

G. Accounts Appraisal

Total Shares _____ Loan Balance _____ Net Shares _____

Appraised by _____ Signature _____ Date _____

H. Loans Officer's Appraisal

Gross Salary _____ Total Deductions _____ Net Salary _____

Amount Recommended _____

I certify that the application is/is not within the rules of the society _____

If not, give reasons _____

Loan officer's signature _____ Date _____

I. Manager's Comments

This application should be accepted/rejected for the amount of Ksh _____ repayable
in _____ installments. If rejected or the amount and terms required differ from those recommended,
give reasons _____

Manager's signature _____ Date _____

J. Credit Committee

At the loans Committee Meetings held on _____

It was resolved that this application be, _____

(a) Approved for Kshs. _____ recoverable in _____ Installments

(b) Deferred because _____

(c) Rejected because _____

Chairman _____ Secretary _____

Member _____ Date _____

The accountant is hereby authorized to prepare a cheque for the amount we have approved subject to sufficient funds being available.

K. Administration

Application received _____ Loans register No. _____

Guarantors checked by _____

Loan paid on _____ Cheque No. _____ Amount Ksh. _____

Cheque was sent to _____

Computer instructed to commence deductions from _____ at Ksh _____ monthly

By _____ (Block Capitals)

First deduction noted on computer by-product of: _____

By _____

L. DECLARATION BY THE EMPLOYER

Comments from the Employer (for those employed)

The applicant is employed in _____ (firm)

Subject to the rules and Loans policy of the Society, I support this application and agree to inform the society of any status change of the Loanee. I note that the installments in Ksh. _____ must be paid to the Society by 5th of every ensuing month.

Signed _____ Full Name _____

Designation _____ Official Stamp _____

M. AUTHORITY FOR DEDUCTION FROM SALARY

I hereby authorize the (Employer) to deduct from my salary the amount of loan granted plus interest as appropriate according to the repayment terms under which this Loan is granted. Should I leave the services before completion of repayment, I hereby authorize my employer to deduct the balance of the loan plus accrued interest, (if any), from my terminal benefits, if my shares with the Society are not adequate to off set the outstanding loan and interest, (if any).

Signed _____ (Applicant)

ID No. _____

Signed _____ (Witness)

N. DECLARATION BY THOSE SELF-EMPLOYED APPLICANT

I _____(Name),

Subject to the rules and Loans policy of the Society, hereby declare that I shall pay to the society the loan granted in installments at the rate of Ksh. _____ by 5th of every ensuing month and shall inform the society should any circumstances change pertaining to repayment of the loan.

Signed _____ Full Name _____

ID No. _____

Occupation _____

O. CUSTOMER DECLARATION

In connection with this application and/or maintaining a credit facility with ICPSK Savings and Credit Co-operative Society Limited, I authorise ICPSK Savings and Credit Co-operative Society Limited to carry out credit checks with or obtain my credit information from, a credit reference bureau. In the event of the account going into default, I consent to my name, transaction and default details being forwarded to a credit reference bureau for listing. I acknowledge that this information may be used by banking institutions and other credit grantors in assessing applications for credit by me, associated companies, and supplementary account holders and for occasional debt tracing and fraud prevention purposes.