



SHELLOYEES CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED. CS NO. 1971

LOAN APPLICATION FORM

Shelloyees Form No: SS-2

(Carefully read the instructions provided below before filling the loan form.)

SECTION 1: INSTRUCTIONS

1. Please complete the form in block letters.
2. Attach the required documents:
 - 6 months certified bank Statement or
 - Certification of by the company HR Officer or
 - Three current payslips
 - Copy of I/D and KRA PIN
3. Once the form is duly filled and signed, please return to the SACCO offices, or send via email to **info@shelloyeessacco.co.ke** for further action.

SECTION 2: APPLICANT'S PARTICULARS

1. Name: _____ M/no: _____ Employee No. _____
2. Employer: _____ Postal Address: _____ Tel: _____
3. Terms of Service (Tick where applicable: Temporary, Contract, Permanent and Other (please specify) _____)
4. Home/Permanent Address: _____ Mobile: _____
5. Email Address: _____ Position in Sacco: _____

SECTION 3: LOAN PARTICULARS

1. Type of Loan Applied for:

Normal Emergency School fees Short-term
Super Loan Housing Project Insurance Product
Normal Refinancing Super loan-refinancing Car Loan

2. Amount applied for in figures _____ (in words) _____
_____ repayment period _____ months.

3. Purpose of Loan and classification (*Tick as appropriate & attach supporting documents where*

applicable)
 Consumption & Social Services Land & Housing Agriculture Education
 Manufacturing Human health Investment, Fin & Insurance Trade

Specific Purpose _____

4. PAYMENT MODE (Please tick as appropriate)

- i) **Jijenge Wallet (Mpesa):** –MPESA NO: _____
- ii) **EFT:** Same day from co-op to co-op and max two working days to other banks
- iii) **RTGS:** Same day to banks if processed before 1300hrs, Cost sh 1,200 deducted from the loan. If you choose (ii) or (iii) indicate bank details below

NAME OF BANK: _____

BRANCH: _____

ACCOUNT NO. _____

ACCOUNT NAME: _____

5. Mode of Repayment :(Tick where applicable)

Check off Standing Order Other (Please specify).....

SECTION 6 : SECURITY

a) BY GUARANTORS

In consideration of the granting of the above loan or any lesser amount that may be approved, we the undersigned, hereby accept jointly severally liability for the repayment of the above loan of Kshs... in the event of borrower’s default. We understand that the amount in default may be recovered by an offset against our Deposits in the Society or by attachment of our property or salary and that, we shall not be eligible for loans unless the amount in default has been cleared in full.

M/no	Guarantors name	Mobile	Signature	For official use only		Remarks
				Deposits	Deposits Guaranteed	

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b) Where Collateral is used as security, fill the following portion: (LR No. Where applicable).....

- (i) Brief description of property.....
- (ii) Location/County/Town.....Sub-Location.....
- (iii) Estimated Value of property.....
- (iv) Is the property charged (Yes/No).....
- (v) If Yes provide details of charge.....
- (vi) Is the loan for which the charge was made fully paid? (Yes/No).....

Where property offered is not sufficient, the borrower may be requested to provide guarantors

NOTE: Shelloyees Sacco cannot be a second charge.

c) Loans with other financial institutions:

Institution	Repayment	Loan Balance	Deduct Deduction

d). Certification By Salaries Department:

Ceiling Kshs _____ Certified by: _____ Signature & Stamp: _____

SECTION 7: DECLARATION

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief. I agree to abide by the laws of the Society, the credit policy provision and any other variation by the Board of the Society in totality. I will inform the Society whenever I am transferred from my current workstation. I authorize the necessary deductions, including interest on the loan, to be made from my salary or account as repayment for this loan. I also authorize Shelloyees Sacco Ltd to use any registered debt collector to recover any outstanding liability owed.

Applicant's full names: ID no..... Sign Date.....

SECTION 8: FOR OFFICIAL USE ONLY:

a) Deposits balance as at (Date) _____ is Kshs. _____

b) Details of outstanding loans (as at20..... Total Loans Kshs.....)

Date taken	Loan Type	Repayment	Balance	Remarks

c) Confirmation report:

Report	Attachments	Remarks
Search Report (<i>by the Lawyers</i>)		
Valuation Report (<i>by the Valuers</i>)		
Loan Entitled (Section 3.3.2 of Credit Policy)		

d) Summary of Documents attached:

- i.
- ii.
- iii.

Prepared by.....Signature..... Date.....

Recommendations by Manager:

Signature:.....Date:.....

SECTION 9: APPROVAL BY CREDIT COMMITTEE:

We have this day examined the above in conjunction with the above remarks and have decided as follows:-

(a) Loan approved Kshs _____ (Amount in words) _____
_____ recoverable in _____ Instalments.

(b) Deferred/Rejected for the following reasons:

- 1. _____
- 2. _____
- 3. _____

(c) Credit Committee Minute N0: _____ Date: _____

Signed:

Chairman _____ **Secretary** _____ **Member** _____

