



LOAN APPLICATION FORM

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

1: BASIC REQUIREMENTS FOR LOAN QUALIFICATION

- Please complete the form in block letters.
- 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
- 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.

2: APPLICANT'S PARTICULARS

- Name: _____ M/no: _____ Employee No. _____
- Employer: _____ Postal Address: _____ Tel: _____
- Terms of Service Temporary Contract Permanent
Other (please specify) _____
- Home/Permanent Address: _____ Mobile: _____
- Current Residential Address: Own Paying Rent
- Email Address: _____ Position in Sacco: _____

3: LOAN PARTICULARS

- Type of Loan Applied for:

<input type="checkbox"/> Normal	<input type="checkbox"/> Emergency	<input type="checkbox"/> School Fees	<input type="checkbox"/> Short Term
<input type="checkbox"/> Super Loan	<input type="checkbox"/> Housing Project	<input type="checkbox"/> Insurance	<input type="checkbox"/> Product
<input type="checkbox"/> Normal Refinancing	<input type="checkbox"/> Super loan-refinancing	<input type="checkbox"/> Car Loan	

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

2. Purpose of Loan (attach supporting documents where applicable)

- | | | | |
|--|---|--|------------------------------------|
| <input type="checkbox"/> Consumption & Social Services | <input type="checkbox"/> Land & Housing | <input type="checkbox"/> Agriculture | <input type="checkbox"/> Education |
| <input type="checkbox"/> Manufacturing | <input type="checkbox"/> Human Health | <input type="checkbox"/> Investment, Fin & Insurance | <input type="checkbox"/> 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) _____

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	

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: _____

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: _____

Signature: _____ Date: _____

8: FOR OFFICIAL USE ONLY:

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

b) Details of outstanding loans (as at _____ 20____)

Total Loans Kshs _____

Date Taken	Loan Type	Repayment	Balance	Remarks

c) Confirmation report:

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

d) Summary of Documents attached:

- i. _____
- ii. _____
- iii. _____

Prepared by: _____ Signature: _____ Date: _____

Verified by: _____ Signature: _____ Date: _____

Recommendations by Manager: _____

Signature: _____ Date: _____

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 NO: _____ Date: _____

Signed:

Chairman _____ Secretary _____ Member _____

