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ADVANCE APPLICATION AND AGREEMENT FORM

Branch..... Date.....

MEMBER'S DETAILS

FULL NAME: (As per the ID)
ID NO(attach copy) Sacco M/No..... Savac Account No.....
DUTY STATION
STAFF NO..... **POSTAL ADDRESS**
MOBILE PHONE NO.....
EMPLOYER NAME..... **EMPLOYER TELEPHONE NO**.....
E-MAIL ADDRESS:

APPLICATION DETAILS

Amount applied for Ksh.....(in words).....
 To be repaid over the period of.....(months) in equal instalments of Ksh.....
 Purpose(**Select from the list provided on page 3 and insert here**)

SECURITY OFFERED

Sacco Deposit Savings: Kshs..... Monthly Net Salary Ksh.....
 Others (in details)..... with a value of
 Kshs.....

GUARANTORS

I/We the guarantors ofwill be jointly and severally liable through recovery from my/our salaries and Sacco deposits, should the applicant default on the advance applied of Kshs..... I/We hereby pledge the amount indicated below as guarantee for this advance.

M/no	FOSA a/c No	Name	Amount guaranteed (Kshs)	Signature	Date	Mobile No	FOSA MANAGER REMARKS

AGREEMENT

The society as lender and the applicant as loanee hereby agree that the information in the application is incorporated in the agreement as a material part and the approval of the advance is dependent upon the truth of the information contained therein.

LOAN BOND

I promise to pay Elimu Sacco on order the sum of Kshs..... plus interest payable in Instalments of Kshs.for value received, via Credit advice No..... dated The first such instalment to be paid on (date)..... and a like amount every month thereafter until the full amount has been paid with interest before maturity from time to time outstanding at the rate of percent per month.

SECURITY

In case of any default in payments as herein agreed the entire balance of this advance shall immediately become due and payable at the option of the society. I hereby pledge all deposits which I now have or hereafter may have in Elimu Sacco society as security plus all other security offered and I hereby authorize the board to apply any or such securities to the payment of the said advance, interest cost and expenses. Each party to this note severally waves present of payment on demand and notice of dishonor.

APPLICANT'S DECLARATION

I certify that all the information in the application is true and correct and I agree that falsification of information shall cause the automatic forfeiture to the society of all security offered or, if security is insufficient, other property of up to the value of advance.

Applicant 's signature.....Date.....
Place.....Date.....

CONFIRMATION BY SCHOOL BURSAR

(For educational institutions only) The bursar confirms that all deductions are included in the members' payslip.*(Tick as appropriate)*

No Deductions out of payroll **Deductions not indicated in payslip (Indicate amount)**

Kshs

Bursar's Name.....**Sign****Date**.....

LOAN PURPOSE (Please tick purpose for which the advance is being taken. (This is a mandatory requirement for processing the advance)

- | | |
|---|---|
| 1110 Tea | 3150 Carving and Handcrafts |
| 1120 Coffee | 3210 Motor vehicle repairs |
| 1130 Sugarcane | 3220 Professional service such as Barber shops |
| 1140 Others, cotton, sisal etc | 3230 Working capital for learning institutions, churches and business enterprises |
| 1150 Cereals such as maize, wheat, sorghum, millet etc | 3240 Promotion of local tourism |
| 1160 Legumes such as beans, peas, snow peas, French beans etc | 3310 Computer services and internet |
| 1170 Horticultural crops such as vegetables, fruit, flowers | 3320 Computer software and hardware |
| 1180 Roots & tubers such as Irish potatoes and cassava | 3330 Telecommunication equipment |
| 1210 Dairy farming | 4110 School fees for primary and secondary including shopping and accommodation |
| 1220 Beef production | 4120 College fees University fees, training fees, seminar fees |
| 1230 Poultry farming | 4130 Research and scientific activities etc |
| 1240 Bee keeping | 5110 Medical bills, purchase of medicine |
| 1250 Rabbit farming | 5120 Maternity bills and expenses |
| 1260 Sheep and Goat rearing | 6110 Purchase of plots |
| 1270 Pig farming | 6120 Land purchase service such as surveying and valuation |
| 1280 Others | 6210 Construction of multiple residential buildings |
| 1310 Agricultural machinery such as truck, tractors and other farm tools | 6220 Construction of commercial buildings |
| 1320 Water, Irrigation and supporting services | 6230 Construction of single residential dwelling units |
| 1330 Veterinary and related service | 6240 Renovations of the buildings |
| 1410 Agricultural equipment and accessories | 7110 Payment to microfinance |
| 1420 Dealers in agro-chemicals, seeds and other farm inputs | 7210 Payment to Commercial banks loans |
| 1430 Distribution of farm produce | 7310 Purchase of residential property/payment to mortgage loans in other financial institutions |
| 1510 Agro-forestry | 7410 Payments to insurance policies |
| 2110 Wholesale | 7510 Buying of sacco shares |
| 2120 Retail | 7520 Purchase of quote shared, unquoted shares, treasury bills & bonds, commercial papers, unit trusts |
| 2210 Public service transport | 7530 Debts to non-registered institution |
| 2220 Purchase of motor vehicle accessories | 8110 Expenses incurred relating to car and electronic repairs, bills like electricity, sewer, water etc |
| 2230 Transportation of goods | 8210 Household necessities like food, beverages and basic household products |
| 2310 Accommodation, restaurants, conference facilities, event planning & outside catering theme | 8310 Goods that do not wear our quickly like automobiles(cars), books, household (home appliances) |
| 2320 School and kindergartens | 8410 Burial expenses, wedding expenses, rites of passage expenses |
| 2330 Medical clinics and equipments | |
| 2410 Import | |
| 2420 Export | |
| 3110 Jua kali industry | |
| 3120 Small scale Agricultural Produce processing | |
| 3130 Dressmaking Industry | |
| 3140 Leather tanning | |

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Appraisal Notes:

Net Salary: Kshs Maximum salary to commit (85% net salary):
 Ksh Other deductions e.g. standing orders Kshs..... Net
 salary available (85% Net Salary less other deductions) Ksh.....
 Monthly advance instalment Kshs..... (instalment should not be more than net salary available)

Approval:

Recommendation: FOSA Manager: Kshs.....Date.....Sign.....
 Checked By: Finance Manager: Kshs.....Date.....Sign.....
 Authorized By: General Manager: Kshs.....Date.....Sign.....
 Approved By: Treasurer: Kshs.....Date.....Sign.....