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Type of Loan Applied
(Please tick)

Development
 College Fees
 School Fees
 Emergency
 Elimu Vision
 Elimu Herbal
 TujengeJamii
 Jiconnect Loan

LOAN APPLICATION FORM

APPLICATION NO.....

DATE RECEIVED.....

NAMEM/NOP/NO.....

PART I: LOAN APPLICATION TERMS AND CONDITIONS

Please read the following requirements and conditions carefully before completing the form:

1. The loan application form must be fully completed and supported by two most recent pay-slips and a copy of the applicant's ID.
2. A new member can apply for a loan after making contributions for three consecutive months.
3. Total deductions shall not exceed two-thirds of a member's basic pay. The amount applied for should be equal to or less than the loanee's deposits and those of the guarantors.
4. For Development, Herbal and Vision loan applications, a member has to ensure that they offset all the existing loans.
5. A member may have one running loan of each loan type at any one time.
6. The total loans outstanding shall not exceed three times the total deposit contribution of a member.
7. A member applying for a loan must also be an active contributor to the Loan Risk Fund and Elimu Benevolent Fund.
8. A member must be actively contributing deposits in order to qualify for a loan. Loans shall not be granted to members who are dormant or defaulters.
9. All loan repayment arrears for any existing loan have to be cleared before a member can apply for another loan.
10. Loans that are offset before the end of the scheduled loan repayment period shall be levied a clearance fee. This does not apply to loan clearance via cash/cheque/direct transfers.
11. A one off commission is applicable on all college fee loans, premium development loans and instant development loans
12. All loans will be charged a processing fee of Kshs 220 and will be subject to the prevailing interest rates approved by the board of directors.
13. For loans to be recovered outside the payroll check off system, a standing order for the loan repayment has to be presented to the loans officer before disbursement.
14. No member shall be allowed to guarantee more than twelve (12) loans subject to a maximum of no more than three times the member's deposits.
15. All guarantors must be active members of the Society. No defaulters or dormant members shall be accepted as guarantors.
16. A member can guarantee his/her loan with his/her own deposits as long as the deposits have not been used to guarantee other loans. The loan must be within the member's deposits.
17. All loan disbursements shall be done through our Front Offices. Disbursements will thereafter be done via cash withdrawal, M-Pesa, Bank transfers or bankers cheque.
18. All loans repayments must commence by latest the end of the month following the loan disbursement.
19. Any loan unpaid for 90days or more will be in default and the member's savings and those of the guarantors will be offset against the loan.
20. All defaulters' details will be shared with a Credit Reference Bureau (CRB) selected by the society. All loans listed with CRB will remain listed for a period of five years (5) years after the loans are cleared and thus affecting to access to credit from other financial institutions in future.

PART 2: APPLICANT'S DETAILS

Applicant Name..... Member No.....

ID No.....Age..... Personal Number..... Mobile No.....

Present Address..... Email Address.....

Terms of Employment (Please tick) Probation Temporary Contract Permanent Employment Position

Position in society (Please tick) Member Delegate Staff Board

Loan Amount Applied for (Kshs)..... In words.....

Loan Purpose (Please tick from Page 2 and indicate according to the list).....

Repayment Period (Months)..... Effective From (Month).....

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

- | | |
|---|---|
| 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 out 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 | |

PART 3: LOAN DISBURSEMENT INSTRUCTIONS (Please tick as appropriate)

M-pesa FOSA Savings Account Bankers Cheque Bank transfer/deposit

I authorize the loan to be deposited to my bank account whose details are as below :(For members who want funds deposited in their accounts)

Bank Details: Bank..... Branch..... Bank Account No.....

For M-pesa: Indicate mobile phone number to be used

PART 4: DECLARATION

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief and agree to abide by the By-laws of the society, conditions and terms of the loan policy. I agree that falsification of information shall cause the automatic rejection of this loan and forfeiture of any security offered.

I hereby authorize the necessary deductions to be made from my salary as repayment of the loan and offer my deposits as security of the loan.

Name..... SignatureDate.....

Recommendation by Head of Department/Head of Institution.

.....

Mobile No..... Email Address.....

NameDesignationSign..... Date.....

This section should be stamped

Witnessed by County Official of the Society (Chairman, Secretary or Treasurer)

NameSignatureDateBranch.....Mobile No.....

PART 5: LOAN GUARANTORS

We, the undersigned, acting as guarantors of the loan requested in this agreement agree that all deposits and interest with Elimu Co-operative Savings and Credit Society and owned by us are hereby pledged individually and severally as security for the said loan or such part of it as may be granted. In case of default by the loanee, we hereby authorize the Society to deduct any balance, interest and costs pertaining to the aforementioned loan from the deposits hereby pledged. Should the loan not be granted this guarantee automatically becomes null and void.

GUARANTORS							
NO	NAME	M/NO	PERSONAL NO.	DEPOSITS GUARANTEED KSHS	MOBILE PHONE NO	SIGN	LOAN OFFICER REMARKS

FOR OFFICIAL USE ONLY

PART 6: APPLICATION REQUIREMENTS:

Copy of applicant's ID Two most recent pay slips Application form duly filed with sufficient guarantors

Other Comments.....

Guarantors' records

I confirm that the guarantor's details have been accurately posted

Confirmed by: Name Signature..... Date

PART 7: LOAN APPRAISAL

Total deposits Kshs..... Deposits x 3 Kshs.....

Total Loans Outstanding Kshs Shares Ability Kshs.....
 Outstanding Similar loan (Kshs).....
 a. Gross Salary Kshs b. Current Deductions Kshs.....c. New loan deductions Kshs.....
 d. Total loan deductions (b+c)..... e. Net Salary (a-d) Kshs..... 1/3 Basic salary Kshs
 Maximum Loan entitlement Kshs..... Loan Recommended Kshs No of Months.....

Appraised by: Name..... Signature..... Date.....

*Total deductions must not exceed 2/3 gross salary

LOANS OFFICER'S COMMENTS

The loan amount to be granted should be Kshs to be repaid in months at the rate of
 Kshs at an interest of.....% with effect from.....
 This loan is rejected for the following reasons.....

Recommended by: Name..... Signature..... Date.....

PART 8: LOAN APPROVAL

CREDIT COMMITTEE

We have today examined the above application in conjunction with the above remarks and decided as follows:-

Loan approved Kshs.....

Amount in words.....Recoverable in.....months

Deferred/rejected for the following reasons: -

Signature: Chairman.....Secretary.....Member..... Date.....

BOARD OF DIRECTORS:

To be completed in cases which require special consideration according to the conditions stated in the loans policy.

VARIATION:

The Board of Directors, taking into consideration the special circumstances, as agreed to the variation of the current loan policy necessary to
 effect a loan of Kshs.....repayable inmonths

Reasons.....

This decision was taken at a Board of Directors meeting held on.....Minute no.....

Signature: Chairman.....Treasurer.....Secretary..... Date.....

PART9: LOAN RECOVERY

I certify that the approved loan has been effected for recovery as follows:

Monthly recovery effected: Kshs..... with effect from..... Date Sent.....

Name.....Signature.....Date.....

**PART 10: AUTHORIZATION FOR PAYMENT
 RECOMMENDATION FOR PAYMENT**

KSHS.....
 C.E.O..... DATE.....

AUTHORITY IS GRANTED

TREASURER.....
 DATE.....