

**LOAN APPLICATION FORM**

To be completed in FULL by the applicant

**CHECKLIST**

I have attached the following documents

- Copy of KRA PIN certificate
- Copy of ID/Passport
- Bank statements/M-Pesa statements for 12 months or Payslips for the last 3 months
- All softcopy and support documents to be clearly scanned and sent to creditassistant@karurasacco.or.ke

**1. MEMBER APPLICATION DETAILS**

Full Names (As per on National ID) .....

ID/Passport No. .... Sacco Member ID.....Date of Birth .....

KRA PIN No. .... Country of Residence. ....

Contacts: Mobile. .... Personal Email Address. ....

Permanent Postal Address. .... Home Town. ....

Current Residential address: Town. .... County. ....Tenure.....

House/Plot No. .... Street/Road Name.....

Next of Kin (Name). .... Relationship with Next of Kin.....

Next of Kin Mobile No.....Email Address.....

**OCCUPATION AND APPLICATION DETAILS**

Name of Current Employer or Business Details. ....

No. of years with current employer or, Period of business Operation .....

Position in Employment/Business..... Work Station.....

Terms of employment (If permanent & pensionable/temporary/contract or other).....

If Contract, state expiry Date ..... Monthly Income .....

Office Email. .... Office Telephone No: .....

## LOAN PARTICULARS

Loan Type: ..... (see page 4, Part IV (5) for loan tenure)

Amount of loan applied for in Kshs..... (In words). .....

..... for a period of .....

months to be repaid in installments of Ksh.....each month commencing on.....

Loan Type (see page 4, Part IV (5) for maximum loan tenure in Months) Purpose of loan

(Please specify and attach supporting documents where applicable)

.....  
 .....  
 .....

Will your loan be repayment be channeled through the Check off system? Yes  No

(Please tick as appropriate, if no, fill in a direct debit form, if yes fill in in a separate employer commitment form and attach.

### 2. SECURITY DETAILS

(Note: Total value of securities must be equal to or more than the amount applied)

Type of Security (Please Tick as appropriate)

Guarantors  Log Book  Title Deed  Others (Specify) .....

Security Details (Provide brief description of security if Log book, Title deed or other)

.....

Guarantor(s) details

In consideration of granting the above loan or a lesser amount that may be approved, we the undersigned accept jointly and severally, liability for its repayment in full in the event of the borrower's default. We understand that the amount in default may be recovered by an offset against our savings in the Society or by attachment of our property, salary and employer benefits, and that we shall remain responsible for the loan until paid in full.

(Disclaimer: A guarantor should maintain an ACTIVE account with NO loan in arrears)

(To be completed by the guarantors)

	Name	ID/ Passport No	Mobile No	Amount Guaranteeing	Signature	SACCO use Only
1						
2						
3						
4						
5						
6						
	<b>TOTAL GUARANTEED (Official Use Only)</b>					

### 3. TERMS AND CONDITIONS

**Applicants MUST read and understand the following Terms & Conditions before completing this loan application form**

1. That I am member of KCS Sacco Society Ltd (hereinafter referred to as "The Society").
2. That I understand that this application will go through a vetting process and should my loan be approved, a loan account will be created in my name. I understand that the Credit Committee will only consider my application up to three (3) times my deposit. Loan appraisal fee of 4% and top up fee of 1% (where applicable) relating to the application will apply.
3. That I understand that the vetting process as regards long term loans may take up to Thirty (30) days depending on the nature of application.
4. That I understand that The Society may approve or decline an application for credit facility in its absolute discretion. The Society may disclose reason for decline of an application but is not obligated to disclose reason for approval.
5. That I understand that interest on all credit facilities will be calculated on daily outstanding balances at the prevailing interest rate, and shall be payable to The Society monthly in arrears. Interest will be charged on all amounts owed by myself.
6. That all amounts received by The Society will be first apportioned towards overdue interest and charges/fees. Any balance left thereafter will be appropriated lastly towards my principal loan balance.
7. I understand that the loan will be subjected an annual maintenance fee of 1% applicable every end of year.
8. That The Society may use any information related to me for evaluating the credit application. The Society may also share such information with credit rating, reference agencies or insurance companies. I authorize The Society to use any information that The Society may obtain about me for such purposes as The Society deems appropriate. The Society may disclose information about me to debt recovering agencies, investigation agencies and law firms with a view to recovering any debt due to The Society from myself, at the full expense of my account.
9. In connection with this application and/or maintaining a credit facility with The Society, I authorize The Society to carry out credit checks with or obtain my credit information from a credit reference bureau. In the event of my 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.
10. That I confirm that I am in good health and agree to obtain credit insurance cover from the insurance company procured by The Society, for the entire duration of the facility. I further authorize the society to grant me the loan facility approved, less the applicable insurance fees, loan appraisal fees, and/or where applicable, motor vehicle valuation, tracker installation, car insurance, land valuation, title deed transfer and charging fees.
11. That I agree to pay all charges, fees, rates, levies or taxes that are or may become payable on any asset (Car Logbook or land title deed) offered as security. I also irrevocably authorize The Society to pay such charges, fees, levies or taxes on my behalf and to include them as part of the amount owed by myself.
12. I understand that any asset offered by myself as a collateral for my loan is subject to valuation by a professional valuer under the instruction of The Society, a charge of the Asset to The Society will also be made until I have fully settled my loan. These will be at a cost to be communicated in prior by The Society. I authorize The Society to include such costs as part of the loan applied by myself.
13. Unless I instruct on the contrary, The Society is authorized, but not obliged, to act on my banking instructions transmitted through email or WhatsApp service. I release The Society from indemnity and hold The Society harmless from and against all actions, suits, proceedings, costs, claims, demands, charges, expenses, losses and liabilities arising, in consequences of or in any way related to:
  1. The Society having acted in good faith in accordance with my written email or WhatsApp instruction(s), notwithstanding that such instruction(s) may have been initiated or transmitted in error or fraudulently altered, misunderstood or distorted in the lines of communication or transmission.
  2. The Society, having refrained from acting in accordance with my written, telephone, email or WhatsApp instructions by reason of failure of actual transmission thereof to The Society or receipt by The Society for whatever reason, whether connected with fault, failure or sending or receiving machine not being ready.
14. That I agree to accept service of all notices and communication at the last postal, email or WhatsApp, and the date on The Society's copy of any such communication is taken to be the date of such dispatch in the absence of proof to the contrary.
15. That the non-adoption of the payroll deduction mode or otherwise, does not in any way discharge me from my loan obligation, in the event that I should leave the services of my present employer, I will immediately inform The Society, and any sum of money due to me for any purpose may be utilized to the extent necessary to liquidate any balance remaining in my loan account. That this authority is unconditional and may not be revoked during the life of the loan without express consent of The Society as well as my guarantors.
16. I'm aware that non-repayment of my loan for more than Ninety (90) days may lead to severe consequence(s) including but not limited to; recovery of loan balance from my savings, guarantor(s) and or recovery and disposal of collateral provided for my loan. I consent and authorize the Society to forward my name, transactions and default details with my guarantor(s) and/or Authorized Auctioneer.
17. That The Society shall have a first charge against my deposits, share capital, dividends and /or interest payable towards repayment of this loan. The Society may refuse to allow withdrawals from any of my deposit account in the event my loan account runs into arrears and may use such proceeds to offset against my loan in the event it is defaulted.
18. Declaration by Applicant: I declare that the foregoing particulars in respect of this application are true to the best of my knowledge and belief and I agree to abide by the by-laws of The Society, the credit policy and any variations by the Credit Committee regarding loan processing and loan repayment thereon.
19. Confirmation by Applicant: I have read and understood the rules and regulations herein governing the category of the loan facility I have applied and I agree to abide by the terms and conditions. I append my signature here signifying that terms & conditions herein have been explained to me and having understood them, I have voluntarily agreed to abide by them throughout the life of this facility.

**Name (in full) ..... Member No.....**

**Signature.....Date .....**

#### 4. LOAN APPRAISAL (OFFICIAL USE ONLY)

1. Signature verified and all documents provided.....  
Received by: Name.....Signature..... Date.....
2. The guarantors are members and are eligible to guarantee. (If any guarantor does not qualify state why)  
.....
3. Total Deposits Kshs.....  
Amount currently requested Kshs..... Maximum loan by Deposits .....
4. Monthly Income Kshs.....Monthly loan repayment.....
5. Loan types and Outstanding Balance(s)

Loan type	Amount	Interest Rate	Tenure
KCS Suluhisho Pap (Instant)		10% p.m	30 Days
KCS Suluhisho Plus		5% p.m	3 Months
Insurance Premium Financing		15% p.a	5 Months
School Fee Loan		12% p.a	Up to 12 Months
Normal Loan Micro		15% p.a	Up to 24 Months
Normal Loan		13% p.a	Up to 36 Months
Development (Asset) Loan		13% p.a	Up to 48 Months
Special Loan			Up to 48 Months

6. I certify that the application is within the Society's rules and the loan policy requirements  
(if not, state why).....  
Prepared By ..... Signature ..... Date .....
7. Application should be accepted for Kshs..... In words .....
- Appraised by..... Signature..... Date.....
8. Verified By: Operations Officer..... Signature..... Date.....  
Comment(s).....
9. Approved By CEO ..... Signature..... Date.....  
Comment(s).....

#### 5. CREDIT COMMITTEE APPROVAL

Based on its own merit and above recommendations, this application is:

Approved  Rejected  Deferred

1. Loan approved is Kshs..... (In words) .....
2. The loan is deferred/rejected for the following reasons.....
3. Additional conditions (if any) .....
4. Signed By: Committee Chair ..... Sign..... Date.....  
Committee Member ..... Sign..... Date.....  
Committee Member ..... Sign..... Date.....