



JAMII SAVINGS AND CREDIT CO-OPERATIVE SOCIETY

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LOAN APPLICATION AND AGREEMENT FORM

1.APPLICANT'S INFORMATION			DATE:	
Applicant's Name as Per National ID				
Employee No.	Member No.	National ID No.		
KRA Pin No.	Date of Birth	Gender F <input type="checkbox"/> M <input type="checkbox"/> Other <input type="checkbox"/>		
Religion	Email			
Postal Address			Mobile No.	
Physical Address		Location		
Marital Status				
2.EMPLOYMENT DETAILS				
Applicant's Employer				
Postal Address		Telephone No.		
Designation		Retirement Date		
Employment Term: Permanent <input type="checkbox"/> Casual <input type="checkbox"/> Contract <input type="checkbox"/> Other(Specify)				
3.SELF EMPLOYED				
Type of Business		Years of Operation	Monthly Business Income	
4.LOAN PARTICULARS				
Loan Type		Amount in Figures		
Amount in Words:				
Repayment Period				
Repayment Method		Checkoff <input type="checkbox"/> Standing order <input type="checkbox"/> Cash <input type="checkbox"/> Direct Debit <input type="checkbox"/>		
Purpose of the Loan (Tick Sector and indicate purpose of the borrowing loan below)				
Agriculture <input type="checkbox"/> Trade <input type="checkbox"/> Human Health <input type="checkbox"/> Land & Housing <input type="checkbox"/> Education <input type="checkbox"/> Manufacturing service industries <input type="checkbox"/> Consumption &Social Activities <input type="checkbox"/> Finance Investment &Insurance <input type="checkbox"/>				
Specific Purpose of the Loan borrowed _____				
5.BANK DETAILS				
Account Name _____		Account No. _____		
Bank Name _____		Branch _____	Bank Code _____	
6.DECLARATION OF LOAN CLEARANCE (Banks,Other Saccos,MFI, Credit Companies, e.t.c				
Name of Bank/Institution	Amount Granted	Date Granted	Repayment period	Outstanding Balance
1.				
2.				
3.				
4.				
<i>NB:For loan clearance in other financial institutions ,attach certified loan statement(s)</i>				

7. LOAN GUARANTEE DETAILS

I Offer the following as Security /Collateral to the Loan

Salary Deposits Guarantors Property Others specify**8. VARIATION**

8.1. I authorize you to reduce or increase my deposits contributions from _____ to _____

9. LOAN REPAYMENT GUARANTEE

I/We, the undersigned, acting as guarantor(s) for the loan requested, do hereby accept jointly and severally, liability for the repayment of this loan in the event of the borrower's default. I/We understand that the amount in default may be recovered by an offset against my/our deposit or attachment of my/our property, salary, FOSA deposits and other property owned by us.

	M/No.	Name	ID NO.	Amount in figures	Amount in words	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Where collateral is used as security, fill the following details

1. Land Reference Number _____
2. Log Book Number _____ Registration Number _____
3. Location of Property /Town _____ Estate _____ Road _____
4. Estimated Value of the Property _____

NB: Property must be charged to the Sacco & costs borne by the borrower.

10. GENERAL LOANING TERMS AND CONDITIONS

- 1) The applicant must fill the loan form in full. Incomplete forms will be rejected
- 2) No change of loan type or period allowed or any alterations.
- 3) The applicant is required to attach three latest original pay slips and copy of National Identity Card
- 4) Approval of any loan application is subject to the Loaning Policy at the time of application.
- 5) Guarantors are disqualified if they have already guaranteed more than twenty outstanding long-term loans or their details are not correct, incomplete or different.
- 6) SMEs borrowers to obtain guarantors from among payroll members who must confirm guarantee individually in writing.
- 7) If self employed, borrower to attach 6 months certified bank statement and 12 months cash flow statement and any other document(s) as may be required by the Society.
- 8) The society reserves the right to change the rate of interest or basis on which its calculated.
- 9) Applicable fees and charges shall be paid by the borrower in accordance with prevailing Society tariffs.

- 10) I understand that in the event that I default in servicing the loan amount herein, the Society reserves the right to share my credit information with licensed Credit Reference Bureaus, or any other registered debt collection agency subject to any applicable law.
- 11) I warrant that in the event of disclosure of my credit information as stated above (No.10), I shall have no claim against the Society or any of its officers, servants, directors, assignees or agents, and I shall indemnify the Society against any loss or injury arising from any claim brought by myself or on my behalf or as a result of such disclosure.
- 12) That I understand that the society may disclose information about me to debt recovery agencies, investigation agencies and law firms with a view to recover any debt due to me at the full expense of my account.
- 13) That I will also be liable for any costs incurred in the agencies so appointed for the loan balance and interest.
- 14) In the event that my current employment is for whatever reason terminated while the Loan herein not fully repaid, I shall immediately and not later than 14 days notify the Society, and in the event that I have taken up new employment to immediately notify the Society the details of the new employment.
- 15) In the event that I should for whatever reason, leave the services of my present employer, any sum of money due to me from the said employer to settle any balance remaining unpaid.
- 16) In the event that am not salaried at the time of entering this agreement or I have opted to service the loan through other means other than by the way of check off by the employer, I undertake to give and maintain such security as the Society may consider adequate and to review it from time to time as may be advised by the Society. I shall also give to my bank an irrevocable standing order for the monthly repayment amount indicated herein, or as advised in favor of the Society and I shall not revoke the said standing order while the amount herein remains unpaid.
- 17) I understand that I am obliged to repay the loan amount and the interest as stipulated in this agreement or as may be advised by the Society from time to time. In the event that I default in servicing the loan or in any manner breach the loan conditions, the Society reserves the right to recover the amount due under this Agreement by settling off against my deposits or other monies held in my account(s) with the Society or any of its affiliates, or employ any other means to recover the outstanding amounts including attaching my property.
- 18) No borrower will be allowed to suffer deductions in excess of two third of his/her basic salary.
- 19) The loan amount applied shall be available to the applicant on completion to the satisfaction of the society of all requirements pertaining the security and the terms and conditions of the loan.

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief. I also confirm that I have read and understood the above loaning terms and conditions and agree to abide by them and the by-laws of the society.

Applicant's Name _____ Signature _____ Date _____

Witness and loan consent. (A witness can only be: Spouse/ Guardian/ Parent)

Name _____ ID. No _____ Relationship with borrower _____

Mobile No. _____ Signature _____ Date _____

Delegate Recommendation

Name _____ Signature _____ Date _____

Head Of Human Resource Manager Recommendation (where applicable)

Name _____ Designation _____ Remarks _____

_____ Signature _____ Date and Stamp _____

OFFICIAL USE ONLY

11. REGISTRY

This is to confirm that I have captured the data in this application form as required. Checked and captured by:

Name _____ Signature _____ Official Stamp _____

12. RECOMMENDATION BY APPRAISING OFFICER

Maximum loan by Deposits		Total Loan Guaranteed	
Amount Recommended		Total Recoverable	
Prevailing Interest rate Charged		Monthly Installment	Period
Mode of Recovery		Effective Date of Recovery	

Amount Recommended by appraising officer in figures _____ Amount in _____

Name of the Appraising Officer _____ Signature _____ Date _____

13. RECOMMENDATION BY LOANS MANAGER

Amount Recommended by appraising officer in figures _____ Amount in _____

Name of the Recommending Officer _____ Signature _____ Date _____

14. APPROVAL BY CHIEF EXECUTIVE OFFICER

Amount Recommended by appraising officer in figures _____ Amount in _____

Name of the Approving Officer _____ Signature _____ Date _____

15. VERIFICATION BY RISK & COMPLIANCE OFFICER

I have examined and satisfied ourselves that this loan has been granted in accordance with the society's by-laws and lending policy currently in force.

Amount Recommended in figures _____ Amount in words _____

Name of Risk Officer _____ Signature _____ Date _____

16. CREDIT COMMITTEE APPROVAL

Amount of Loan Approved in Figures _____ Amount in words _____

Chairman _____ Signature _____ Date _____

Secretary _____ Signature _____ Date _____

Member _____ Signature _____ Date _____

17. LOAN DISBURSEMENT

Amount of loan disbursed in figures _____ In words _____

Mode of Payment _____

Name _____ Signature _____ Date _____