



ADVENTIST SACCO SOCIETY LTD.
P.O.BOX 41352-00100 NAIROBI
TEL: 020 - 2011960, 0721604765

LOAN APPLICATION AND AGREEMENT FORM (Revised December, 2016)

| | | |
|---|--|--|
| CHECK LIST: Original duly filled Loan form Copy of ID attached Certified & signed current pay slip attached Copy of Pin certificate attached FOR OFFICIAL USE: Loan Application No, _____ Date Application Received _____ | Loanee signature Pg 3 & 5 Witness signature & M/no indicated Guarantors, IWNo. ID No & signatures Certification by employer Pg 4& 5 | COLLATERAL CHECK LIST Original Log book/Title 3 passport photos Payment for processing charges Car Insurance sticker Log Book Transfer forms |
|---|--|--|

NB: This form should be clearly and fully filled by the applicant after carefully reading and understanding the basic rules, regulations and necessary requirements governing the loan being applied for. The filled form should not have any alterations or erasures.

Type of loan (tick as applicable)

| | | | | | | | |
|------------------------|-----|--------------------|-----|---------------------|-----|----------------------|-----|
| Development Loan | () | Education Loan | () | Car Insurance Loan | () | Instant Loan | () |
| Super Development Loan | () | Emergency Loan | () | Salary Advance loan | () | Business loan | () |
| Empowerment Loan | () | Top-up Development | () | Refinancing loan | () | Car Loan | () |
| Top-up Business Loan | () | Investment Loan | () | | | | |

(A) APPLICANT'S PERSONAL INFORMATION

1.Full Name _____ M/No. _____

2.Pin No: _____ ID/Passport No. _____ Nationality _____

3.Date of Birth _____ Sex: Male _____ Female _____

4.Home Address _____ Mobile No. _____ Email _____

5.Physical Address: Town _____ Estate _____ Street _____ House No. _____

6.Rented Owned Duration of stay in the location/house; Since year _____

7.Marital Status; Single Married Widowed No. of Dependents _____

(B) EMPLOYMENT DETAILS

8.Applicant's Employer _____ Designation _____

9.Physical Address _____ Street _____

10.Postal Address _____ Telephone (official/ fixed line) _____

(Mobile) _____

(C) SELF-EMPLOYMENT DETAILS (Attach certified 6 months bank statement)

11. Type of Business _____ Years in operation _____

Physical Address _____ Street _____

12. Monthly Business Income (In Kshs) _____ Rent Income _____ Other Income _____

(D) LOAN PARTICULARS

13.Amount of loan required Kshs _____ (Amount in words) _____

14.Repayment period (in months) _____

15.Member's deposits Kshs. _____

16.Boosting facility required (Max. Kshs: _____) YES NO. Kshs: _____

17.Bank Loan balance (for Empowerment Loan applicants only) Kshs: _____

(Attach loan statement and letter confirming loan balances)

18. Purpose of the loan _____

19. Type of loans to be bridged _____

20. Bank Name & Branch: _____ Branch Code _____

21. Bank Account Number _____

22. Mode of disbursement (please tick as appropriate)

- RTGS (single day transfer) EFT (2 to 3 days transfer) CHEQUE MPESA

(E) BASIC RULES & REQUIREMENTS

I understand the rules applicable to this application as listed below and that the loans will be granted in accordance with these rules:

1. A member must have been contributing and been active for a minimum period of six months.
2. All loans MUST be fully secured by guarantors who must be active members of the Society and/or with collateral.
3. A member who wishes to guarantee his loan with his own deposits must fill a self-guarantor ship form.
4. Guarantors' loan and deposits must be up-to-date to qualify for loan guarantee.
5. Any category of outstanding loan must be cleared before a new loan of the same category is granted.
6. No member will be permitted to suffer total deductions including savings, loan repayment and interest in excess of two-thirds of his/her gross salary.
7. New loans will be given subject to the previous loan being regularly serviced.
8. In case of any default in repayment, the entire balance of the loan will immediately become due and payable at the discretion of the Adventist board of directors and all deposits owned by the member and any interest due to the member will be offset against the balance owed. Any remaining balance will be deducted from the member's salary and/or terminal benefits and guarantors. The member will be liable for any costs incurred in collection of the loan balance and accumulated interests.
9. Upon default, the Sacco shall dispose any collateral offered as security to recover the amount defaulted.
10. Savings contribution paid in cash or cheque outside the check-off system shall remain in the Society for at least six months to be considered for lending purposes.
11. The loan application form must be completed and supported with the most recent pay slip (certified by the employer's payroll officer), PIN certificate, copy of national identity card/passport and any other relevant supporting documents.
12. An application for a loan shall only be considered when the authorized loan application form has been filled.
13. No member shall guarantee more than five (5) times his/her deposits at any one given time.
14. No member may withdraw his deposits unless all loans are repaid and all loans guaranteed by him are cleared or replacement guarantors sought for the same.
15. The funds for the loan approved will be issued net of the insurance premium, referencing costs, bank charges and loan balances being offset.
16. Repayment for loans disbursed before 15th are due in the same month.
17. Members who are not in formal employment should attach a letter stating income received and a certified copy of Six (6) months bank statement.
18. In the absence of employer's signature on the loan application form, the loanee should attach an introduction letter from the current employer as shall be required by the society.
19. A member who has a non-performing loan with other institutions is not eligible for a loan until he/she provides CRB clearance certificate.
20. A member with a performing loan with default history MUST explain the reason which led to the default before his application can be considered.
21. A member who has been guaranteed by a defaulter will not be eligible for a new loan or to guarantee any new loan unless he provides a replacement to the defaulter.

| LOAN PRODUCTS : IMPORTANT DETAILS | | | | | |
|-----------------------------------|------------------|--|---------------------------|----------------------|-----------------------------|
| Loan Product | Loan Type | Loans which can be offset | Repayment Period (Months) | Commission (%) | Interest rate per month (%) |
| Empowerment Loan | Empowerment Loan | Bank loan and all Sacco loans or stand alone | 72 | 5% -Where offsetting | 1.3% |
| Car Loan | CAR Loan | None | 60 | 0% | 1.35% |
| Top Development Loan | TD | DEV, SDV | 60 | 5% -Where offsetting | 1.15% |
| Investment Loan | Investment Loan | None | 42 | 5% | 1.25% |
| Emergency Loan | EMM | EMM | 12 | 0% | 1% |
| Development Loan | DEV | None | 48 | 0% | 1% |
| Super Development Loan | SDEV | None | 60 | 0% | 1% |
| Education Loan | EDU | None | 12 | 0% | 1% |
| Business Loan | Business | None | 48 | 0% | 1.25% |
| Top Business Loan | TB | B, DEV, | 60 | 5% | 1.35% |
| Motor Vehicle Insurance Loan | MVI | None | 9 | 5% | 0% |
| Refinancing Loan | REF | All Other Loans | 60 | 10% | 1.5% |
| Instant loan | Instant Loan | None | 12 | 0% | 2% |

(F) LOAN AGREEMENT AND DECLARATION:

In consideration of the Sacco granting me the amount applied for or as the Board of Directors may decide, I hereby declare as follows:-

1. That the information provided by me and the foregoing particulars are true to the best of my knowledge and belief.
2. I agree to abide by all the terms and conditions governing this loan and any other future amendments as may be reasonably made from time to time.
3. That I agree to pay all charges, fees, rates, levies or taxes that are or may become payable on any asset 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.
4. 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 or reference agencies. I willingly grant consent to the Society to use any information that it may obtain about me with regards to this loan application in an appropriate manner as permitted by the Society's by-laws and other related laws of Kenya. The Society may lawfully 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.
5. I consent Adventist Sacco to engage with my current and future employers with the view of recovery of any outstanding balances.
6. That should I leave the service of my present employer, any sum of money due to me from the said employer for whatever purpose may be utilized to the extent necessary to liquidate any outstanding loan balance.
7. I hereby irrevocably authorize the SACCO to settle at any time all monies held by the Sacco against my indebtedness arising from this facility now or in future as per Adventist Sacco's by-laws and policies.

DISCLAIMER

I confirm that I have authorized Adventist Sacco Society Ltd to access my credit profile and that this profile can be delivered to their e-mail/postal address indicated herein and hereby authorize the Credit Reference Bureaus as may from time to time be identified by the Board of Directors, to mail/deliver/send my credit report to the e-mail/postal address indicated above. I release the identified CRB, their officers, employees and agents from all claims, actions or proceedings of whatsoever nature and howsoever arising, suffered or incurred in connection with the CRB sending/delivering/mailling my credit report to the addresses that I have provided

I _____ ID _____ Sign _____

Date _____ / _____ / 20 _____

Witnessed by: _____ (One Must be a member) Organization: _____

M/no. _____ (Signature _____ Date _____

(G) REPAYMENT GUARANTEE

NB: Guarantors are advised to read carefully all information supplied in this form and the terms and conditions contained herein before signing the Loan Application. Any alterations of the loan amount applied for must be countersigned by all guarantors.

In consideration of granting the above loan or any lesser amount that may be approved we, the undersigned hereby **acknowledge to have read and understood the above rules and application and accept, jointly and severally, liability for repayment including interest and costs appertaining to the aforementioned loan of Kshs _____** (amount in words: _____) in the event of the borrower's default. We understand that the amount in default maybe recovered by an offset against our savings in the society or by attachment of our property, terminal benefits or salary, and that we shall not be eligible for loans unless the amount in default has been cleared in full. **We also understand that the liability of the loanee and the guarantors is personal and shall extend beyond the deposits held by each one of us in the Sacco in case of default. I hereby confirm:**

| TO BE FILLED BY GUARANTORS | | | | | | | OFFICIAL USE |
|----------------------------|-----------|---------------|----------|-------------------------------------|-----------|------------|--------------------------------|
| Member Name | ID Number | Member Number | Employer | Amount Guaranteed (Please indicate) | Signature | Mobile No. | Guarantor Approved or Rejected |
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| (H) COLLATERAL | | | | | | | OFFICIAL USE |
|----------------|---|---|----------------------------------|------------|---------------|---------------------------------|--------------|
| ASSET TYPE | Land Registration No./Chassis No/ Fixed Deposit certificate No. | Title/ Registration/ Certificate Number | Amount Secured (Please indicate) | Insured By | Policy Number | Collateral Approved or Rejected | |
| | | | | | | | |
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NB: Please read Adventist Sacco Collateral-process and procedures manual for more details on use of collateral as security

(I) COMMENTS BY THE EMPLOYER:

This applicant is employed by _____ of (town) _____ and subject to the rules and loan policy of the society, I support the application and will inform the society should the employee be transferred or discharged from the organization.

Employment terms: Permanent Fixed Contract Renewable Contract Others _____

If on contract indicate expiry date _____

Employer's Signature & Rubber stamp _____ Date _____