



BUNISTA NON-WDT SACCO SOCIETY LTD

P.O. BOX 194- 40601 BONDO

OKOA LOAN APPLICATION & LOAN AGREEMENT FORM

APPLICATION NO..... DATE RECEIVED.....

M/NOPF/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 six 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 not less than the loanee's deposits and those of the guarantors.
4. A member may have one running loan of each loan type at any one time.
5. The total loans outstanding shall not exceed four times the total deposit contribution of a member.
6. A member must actively contribute deposits to qualify for a loan. Loans shall not be granted to members who are dormant or defaulters.
7. All loan repayment arrears for any existing loan have to be cleared before a member can apply for another loan.
8. Top-up shall only apply to Normal, Bahari & Home Development loans and shall attract a 2.5% commission charge loan outstanding principal for a premature top-up.
9. All long-term loans will be charged a processing fee of Kshs. 100.00 and short-term loans will be charged a processing fee of Kshs. 300.00
10. For loans to be recovered outside the payroll check-off system, a standing order for the loan repayment has to be presented to the loan officer before disbursement.
11. All guarantors must be active members of Society. No defaulters or dormant members shall be accepted as guarantors.
12. 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.
13. Any loan unpaid for 90 days or more will be in default and the member's savings and those of the guarantors will be offset against the loan.
14. 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) after the loans are cleared and thus affecting access to credit from other financial institutions in the future.

1. Member's Name _____
2. Members' address and school Tel. No. _____
3. P/F / TPY No. _____
4. AGE _____
5. I / D NO. _____
6. DEPT / School _____
7. Designation _____
8. Position in the Sacco (committee/member / officer) _____
9. Terms of Service Permanent / Temporary / Contract / Pension _____

LOAN APPLICATION AND PAYMENT

I (Name) _____ hereby apply for a loan of
 Kshs _____ (amount in words) _____

Recoverable in _____ (2) months.

PURPOSE OF WHICH LOAN IS APPLIED (In case of several uses of the loan, state the exact amount for each use)

- 1 _____ Kshs _____
- 2 _____ Kshs _____
- 3 _____ Kshs _____

A. SECURITY OFFERED THE LOAN

1. _____
2. _____

E. I hereby declare that the forgoing particulars are true to the best of my knowledge and belief and agree to abide by the laws of the society, the loan policy, and variations by the credit committee in respect of section B above. I hereby authorize the necessary deductions including ten percent interest to be made from my salary as repayment for this loan. I declare that I am not indebted to any other credit society, bank, or loan agency as borrower or endorser.

Name of the Loanee _____

Signature of Loanee _____

Name of witness _____ PF / No. _____ M / No. _____

Department/School of witness _____

Signature of witness _____

FOR OFFICIAL USE ONLY – LOAN OFFICE

Total Shares Kshs. _____ Loan outstanding Kshs. _____

Amount currently requested Kshs. _____ New loan balance will be Kshs. _____

Shares Kshs. _____ x 2 _____

Present monthly income Kshs. _____ x 2/3 = Kshs _____

Total payment to society including payments on Loan requested is Kshs. _____

Do the guarantors cover the loan requested? _____

I certify that the application is within the rules of the Society and the member is **qualified/not qualified** for the loan

Loans Officer’s Name: _____ Signature: _____ Date: _____

CREDIT COMMITTEE MINUTE NO. _____

Loan Approved Kshs. _____ Recoverable in _____ months at 10%

Signature of Chairman: _____ Date: _____

EXECUTIVE COMMITTEE (Checked & Approved/Not Approved)

Chairman: _____ Secretary: _____ Treasurer: _____

Date: _____ Date: _____ Date: _____

Cheque No. _____

PART J: REASONS FOR DEFERRED/REJECTED LOAN

Loan rejected for the following reasons:-

- i. Inability to repay
- ii. Loan default
- iii. Loan not in proportion to deposits
- iv. Lack of proper guarantors
- v. Membership period
- vi. Others (specify)

PART K: LOAN DISBURSEMENT

a) Accounts Section

I) Loan granted - Kshs.....Date.....

II) Loan to be recovered at Kshs.....per month

Recovery endingMonth.....

NameSignatureDate.....

(b) Internal Audit Section

Verification I have examined and satisfied myself that this loan has been granted in accordance with the by-laws, society rules and as per Bunista Loan Policy.

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