



## **BUNISTA NON-WTD SACCO SOCIETY LTD**

**P.O. BOX 194- 40601 BONDO**

### **SCHOOL FEES LOAN APPLICATION & LOAN AGREEMENT FORM**

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

M/NO .....PF/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' Mobile Phone No. \_\_\_\_\_
3. P/F / TPY Number \_\_\_\_\_
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 \_\_\_\_\_

**A. LOAN APPLICATION AND PAYMENT**

I (Name) \_\_\_\_\_ hereby apply for a loan of

Kshs \_\_\_\_\_ (amount in words) \_\_\_\_\_

Recoverable in \_\_\_\_\_ months.

**B. 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 \_\_\_\_\_

**D. SECURITY OFFERED FOR 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 **1.00% interest monthly** 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 \_\_\_\_\_

**F. REPAYMENT GUARANTEE**

We, the undersigned, hereby accept jointly and severally liability for the repayment of the loan in the event of the borrowers default. We understand that the amount in default may be recovered by an offset against our shares in the society or by attachment of our property or salary, and that we shall not be eligible for loans unless the amount in default has been cleared in full.

**Guarantors**

M / No.	P / F	Guarantor`s Name	Department/School	Signature	Loan	Shares

**PART G: FOR OFFICIAL USE ONLY – LOAN’S OFFICE APPRAISAL**

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 0.65 = 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: \_\_\_\_\_

**PART H: CREDIT COMMITTEE MINUTE NO. \_\_\_\_\_**

Loan Approved Kshs. \_\_\_\_\_ Recoverable in \_\_\_\_\_ months at 1.00 % per month on R.B.

Signature of Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

**PART I: 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.....

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

Recovery ending .....Month.....

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

**(b) Internal Audit Section**

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

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