

## LOAN APPLICATION AND AGREEMENT FORM

**Membership No.**

**Loan No.**

**BUSINESS MEMBER**

- Pin certificate of the entity
- Certified Bank statements for the last 6 months for registered business
- Certified bank statements for the last 1 year for Proprietor business
- Authority to use Bank statement by the other directors
- Certificate of Incorporation/Registration & Business permit
- CR 12 for limited companies /Partnership
- Declaration of income and expenditure for one year
- Written and signed commitment letter
- Tax Compliance Certificate of the entity
- Irrevocable standing order
- Pin Certificates of the Directors

**SALARIED MEMBERS**

- Two current payslips (certified by the employer)
- HR and payroll confirmation

**COLLATERAL REQUIREMENTS**

- Logbook (Min. 8 Yrs) - 50%
- Title deed (70%)
- Life Insurance Policy (100%)
- NSE Listed Shares (50%)

**A. PERSONAL DETAILS**

Full Name: .....ID/Passport No: ..... PIN No: .....  
 Date of Birth.....Age.....Marital Status:.....  
 Personal Email Address: .....Mobile No: .....Office Tel No.....  
 Current Postal Address: .....Code: .....  
 Physical Address Location: ..... Nearest Public Institution: .....  
 Street/Lane: ..... Plot No./ House No: .....  
 Position in Sacco-Member/Board member/Employee.....

**B. EMPLOYER DETAILS**

Name of Employer.....Work Station.....  
 Employer Email address.....Employer Tel/Landline.....  
 Postal Address .....Postal Code.....Town.....  
 Position .....Terms of service:- Permanent  Contract  If contract give end date.....

**C. BUSINESS DETAILS (Business members only)**

Name of the business entity:.....Type of business: .....Registration No: .....  
 PIN No: .....Years in operation .....Tel/Landline No .....Physical Address location.....  
 Building/Plot No.....Street/Lane.....Nearest Public Institution.....

**D. TYPE OF LOAN APPLIED (Tick as appropriate)**

- |   |   |  |                                      |                                   |
|---|---|--|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> CAR LOAN                 | <input type="checkbox"/> JIPAMBE LOAN       | <input type="checkbox"/> DIVIDENDS LOAN    | <input type="checkbox"/> NORMAL LOAN | <input type="checkbox"/> BRIDGING |
| <input type="checkbox"/> INSURANCE FINANCING LOAN | <input type="checkbox"/> KARIBU M-CASH LOAN | <input type="checkbox"/> PROPERTY LOAN     | <input type="checkbox"/> EMERGENCY   |                                   |
| <input type="checkbox"/> DEPOSIT BOOSTING LOAN    | <input type="checkbox"/> INSTANT PESA LOAN  | <input type="checkbox"/> RE-FINANCING LOAN |                                      |                                   |
| <input type="checkbox"/> HIGHER EDUCATION         | <input type="checkbox"/> SCHOOL FEES        | <input type="checkbox"/> SALARY ADVANCE    | <input type="checkbox"/> SHAMBA LOAN |                                   |

## E. LOANS PARTICULARS

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

Repayment period (in months) .....words.....

(No Grace period i.e Repayment should start 30 days after Loan disbursement).

Boosting facility required (Max 50% of Deposits)  Yes  No Kshs.....

Purpose of the loan.....(see Attached List)

Main Sector code  Sub sector code  Specific Sector Code

## F. MODE OF PAYMENT:

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

Check off  Direct Debit  Standing Order  Mpesa  Others (Specify)

## G. SECURITY OFFERED FOR THE LOAN (Attach Original Document(s) where applicable)

Deposit 100%  Logbook 50%  NSE Shares 50%  Title deed (Urban/Plots) 70%

Life Insurance Policy 100%

## H. PAYMENT OPTIONS

I wish to confirm that my loan amount should be credited to the following payment option:

a) Account Name/Seller/Financier.....Bank.....

Account Number.....Branch.....

b) M-pesa Number.....

**(For payments below Kshs 150,000)**

*The Sacco shall not be held responsible for directing payments into the wrong payment option provided by the member in the above space.*

## I. TERMS AND CONDITIONS

1. The loan application form must be completed and supported with two (2) most recent pay slips (**certified by the payroll officer where applicable**), copy of national identity card/ passport, KRA PIN Certificate and any other relevant supporting documents, as shall be advised.
2. This loan shall be charged interest in line with AMREF Sacco Ltd credit policy.
3. The loan must be guaranteed by a minimum of 3 (three) guarantors who must be members of AMREF Sacco Ltd.
4. Bank charges for loans disbursed through either RTGS/EFT shall be deducted from the approved loan.
5. For collateral based lending and members outside the common bond, one must attach certified copies of 6 (six) months bank statements and a commitment letter/Standing order.
6. The loan will also attract an insurance premium for the period granted.
7. In the event the loan is not paid for 3 (three) consecutive months, it shall be deemed to be in default and the following shall apply;
  - i. The entire balance of the loan will immediately become due and payable at the discretion of the Board of the Sacco.
  - ii. The deposits owned and any interest due to the borrower shall be offset against the balance owed
  - iii. Any remaining balance will be deducted from the borrower salary and/or terminal benefits.
  - iv. The borrower shall be liable for any debt collectors costs incurred in collection of the loan balance and accumulated interest.
  - v. The Sacco shall be at liberty to disclose the borrowers personal information and details regarding the loan to a Credit Reference Bureau without any reference to me.
  - vi. AMREF Sacco Limited shall be at liberty to approach the borrowers employer for any information and loan recovery.
  - vii. Upon default, the Sacco shall dispose any collateral offered as security to recover the loan amount outstanding.

**J. IRREVOCABLE AUTHORITY TO DEDUCT FROM SALARY AND TERMINAL BENEFITS**

I.....holder of ID No.....Staff No.....  
hereby;

- a) *Authorize and request you.....as my employer to deduct from my salary such amounts, as instructed by AMREF Sacco Ltd, towards the repayment of this loan.*
- b) *I declare that my contract with..... (Name of Employer) expires on .....20.....*
- c) *In the event of termination of Services with my employer named above, my terminal dues equivalent to the outstanding loan balance shall be withheld until a letter of clearance is received from AMREF Sacco Limited.*
- d) *These instructions shall be terminated or withdrawn with knowledge and written approval of the Board of AMREF Sacco Limited.*
- e) *I hereby agree to release and hold harmless the Sacco, its trustees, officers, employees, agents, administrators, successors and assigns against any and all claims, causes of action and judgments, damages, losses, costs, expenses and demands whatsoever, arising out of or in connection with my participation in the AMREF Savings and Credit Cooperative Society Ltd, including any deductions from my salary authorized by me as borrower or guarantor.*

Signature.....Membership Number.....Date.....

**K. EMPLOYERS SALARIES SECTION**

Taking all other deductions into account,the applicant qualifies for a loan that would result in total monthly deductions (Repayments of principal and interests) not exceeding Ksh.....  
I hereby certify that the attached copies of payslips are true copies of the original

Name.....Designation.....

Signature.....Date.....

**L. CONFIRMATION BY THE EMPLOYER**

The applicant is employed by..... and subject to the authority given above by the said employee, we will deduct any obligations due as advised by AMREF Sacco Ltd from the employees Salary and terminal benefits and remit the same to the Sacco.

Signed on behalf of employer,

Name.....Designation.....

Signature and Rubber stamp .....Date.....



**O. CERTIFICATE/STATEMENT OF ACCCOUNT**

*For all purposes, including any legal proceedings, a certificate or statement by any director, manager or other officer of the Sacco as to the moneys, obligations or liabilities of the Borrower to the Bank shall be conclusive and binding upon the Borrower in the absence of manifest error.*

**P. NOTICES**

*Any notice required by this Agreement to be given by either party to the other shall be in writing and without prejudice to any other effective mode of service, may be personally delivered to the party or the personal representative or business successor thereof and or shall be served by sending the same by registered post or recorded delivery to the address of the addressee as set out in this application and any receipt issued by the postal authorities shall be conclusive evidence of the fact and date of posting of any such notice. In the absence of evidence of earlier receipt any notice shall be deemed to have been received if delivered by hand at the time of delivery or if sent by post four days after posting (notwithstanding that it be undelivered or returned undelivered save where there is express statutory provision to the contrary) or if sent by facsimile or email on the completion of transmission.*

*Where a notice or demand is sent by registered post it shall be sufficient to prove that the notice or demand was properly addressed and posted. Where a notice or demand is sent by electronic mail, it shall be sufficient to prove that the notice or demand was sent to the Applicant’s electronic mail address.*

**Q. MEMBER DECLARATION**

*a) Prior to grant of the credit facility sought, I/We understand that Amref Sacco Society Ltd shall obtain credit report from Credit Reference Bureau (CRB) as may be required in certain circumstances at the discretion of the Board and share my loan performances with the CRB.*

*b) I hereby declare that the foregoing is 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 board in respect to above sections. I/we further confirm that,I/we understand that in case of default, the defaults information will be furnished to a CREDIT REFERENCE BUREAU, ICPAK, KASNEB, Other relevant bodies/institutions without prior written consent.*

*\*Amref Sacco Ltd lists all loans with CRBs, non-performing loans will be listed as loans in default.*

**Applicant:**

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

**Witnessed by:**

Name .....Signature .....Membership No.....

## **SASRA/GG/2/2019 : SECTORAL CLASSIFICATION OF CREDIT FINANCING BY NON-WDT-SACCOS CODE AND ECONOMIC SECTOR**

### **1000 AGRICULTURE**

#### **1100 Crop Farming**

- 1110 Tea
- 1120 Coffee
- 1130 Sugarcane
- 1140 Others, cotton, sisal etc
- 1150 Cereals such as maize, wheat, sorghum. Millet etc
- 1160 Legumes such as beans, peas, snow peas, cow peas, french beans etc
- 1180 Roots & tubers such as Irish potatoes, sweet potatoes and cassava

#### **1200 Animal Production**

- 1210 Dairy farming
- 1220 Beef Production
- 1230 Poultry Farming
- 1240 Bee keeping
- 1250 Rabbit Farming
- 1260 Sheep and Goat Rearing
- 1270 Pig Farming
- 1280 Others

#### **1300 Agricultural supporting services**

- 1310 Agricultural machinery such as truck, tractors and other farm tools
- 1320 Water, Irrigation and supporting services
- 1330 Veterinary and related services

#### **1400 Agribusiness**

- 1410 Agricultural equipment and accessories
- 1420 Dealers in agro-chemicals, seeds and other farm inputs
- 1430 Distribution of farm produce

#### **1500 Forestry and Logging**

- 1510 Agro-forestry

### **2000 TRADE**

#### **2100 Wholesale and Retail**

- 2110 Wholesale
- 2120 Retail

#### **2200 Transport**

- 2210 Public service transport
- 2220 Purchase of motorvehicle accessories
- 2230 Transportation of goods

#### **2400 Foreign Trade**

- 2410 Import
- 2420 Export

### **3000 MANUFACTURING AND SERVICING INDUSTRIES**

#### **3100 Cottage Industry**

- 3110 Jua kali Industry
- 3120 Small scale Agricultural Produce processing
- 3130 Dressmaking Industry
- 3140 Leather tanning
- 3150 Carving and handcrafts

#### **3200 Servicing Industry**

#### **2300 Hospitality**

- 2310 Accomodation, restaurants, conference facilities, event planning & outside catering, theme parks (wedding

and others) Motorvehicle repairs

3220 Professional services such as Barber shops

3230 Working capital for learning institutions, churches & business enterprises

3240 Promotion of local tourism

### **3300 Information, Communication and Technology**

3310 Computer services and Internet

3320 Computer software and hardware

3330 Telecommunication Equipment

## **4000 EDUCATION**

### **4100 Education and related services**

4110 School fees for primary and secondary schools including shopping and accomodation

4120 College fees, University fees, training fees, seminar fees

4130 Research and scientific activities etc

## **5000 HUMAN HEALTH**

### **5100 Human health and related services**

5110 Medical Bills, purchase of medicine

5120 Maternity Bills and expenses

## **6000 LAND AND HOUSING**

### **6100 Land**

6110 Purchase of plots

6120 Land purchase services such as surveying and valuation

### **6200 Housing**

6210 Construction of multiple residential buildings

6220 Construction of commercial buildings

6230 Construction of single residential dwelling units

## **7000 FINANCE, INVESTMENTS AND INSURANCE**

### **7100 Microfinance**

7110 Payment to microfinance loans

### **7200 Commercial Banks**

7210 Payment to Commercial bank loans

### **7300 Mortgage Finance**

7310 Purchase of residential property/payments to mortgage loans in other financial institutions

### **7400 Insurance**

7410 Payment to insurance policies

### **7500 Investments**

7510 Buying of Sacco shares

7520 purchase of quote shares, unquoted shares, treasury bills & bonds, commercial papers, unit trusts and other quoted public funds

7530 Paying personal debtsto non-registered institutions

## **8000 CONSUMPTION AND SOCIAL SERVICES**

### **8100 Utilities**

8110 Expenses incurred relating to car and electronic repairs, bills like electricity, sewer, water, telephone, decoder, personal debts to family members and friends etc.

### **8200 Utilities**

8210 Household necessities like food, beverages and basic household products.

### **8300 Consumer Durables**

8310 Goods that do not wear out quickly like automobiles(cars), books, household(home appliances, consumer electronics, furniture, tools etc) sports equipment, jewellery, toys etc

### **8400 Social and communal expenses**

8410 Burial expenses, wedding expenses, rites of passage expenses.