

LOAN APPLICATION FORM

Membership No. MHS.....

Loan Reg. No. L.....

PERSONAL CHECKLIST

BUSINESS MEMBER

- ID/Passport
- PIN certificate
- Referee & Guarantors IDs/Passports
- Certified Bank statements for the last 12 months for registered business
- Certified Bank statement for the last 2years for unregistered business
- Authority to use Bank statement by the other directors/Partners
- Certificate of Incorporation /Registration & Business permit
- CR 12 for limited companies /Partnership
- Declaration of Income and Expenditure for one year

SALARIED MEMBERS

- ID/Passport
- PIN certificate
- Referee IDs
- Guarantors IDs / Passports
- Pay slips for the last 3 months (certified by employer)
- Certified Bank statements for the last 3 months (salary A/C)
- Self guaranteed to provide either of statements or payslips

COLLATERAL OPTIONS

- Original documents; -logbook/title deed/MHCL certificate
- Copy of car insurance sticker
- Unit trust statement
- Original Insurance policy
- MICL pledge letter
- CHS Birth certificate & Endorsement Letter
- Signed guarantorship forms and ID copies

**Please complete this form in block capitals, also note Incomplete forms will be returned unconsidered.*

1. MY PERSONAL DETAILS

Name: ID No: PIN No:

Personal Email Address: Mobile No: Marital Status:

Current Postal Address: Code:

Physical Location: Nearest Public Institution:

Street/Lane: Plot No./ House No:

2. AMOUNT APPLIED (In figures): Kshs : (In words)

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3. LOAN TYPE.

Normal Gold Top-up Swift Asset Plot Buying Self-Guaranteed Loan Short term Loan

Repayment period Offset existing Loans (Specify)

Purpose of the loan Code

4. MODE OF PAYMENT: Check off Direct Debit Standing Order Mpesa Others (Specify)

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

Deposit 100% Logbook (10 years) NSE Shares 50% Children Scheme 100% MHCL Title/Completion Certificate

Other Titles (Urban) 80%, (Rural) 60% Unit Trust 100% Fixed Deposit 100% Insurance Life Policy 100%

6. DISBURSEMENT MODE: BANK OR MOBILE TRANSFER

**I am authorizing your office to transfer my loan amount to the following Bank/M-pesa details (Funds will be net of bank charges and loan balances being offset and other incidental costs)* EFT RTGS M-pesa

Account Name..... Bank.....

Branch Account No.

Mobile Name (For Mpesa Only) Mobile No.

7. EMPLOYMENT DETAILS

Name of employer..... No. of years with Employer:
 Department..... Position.....
 Work physical address..... Telephone (Work)

8. BUSINESS DETAILS (Business members only)

Name of business:Type of business:Registration No:
 PIN No:Years in operationTelephone NoPhysical location

9. REFEREES (One referee must be a relative)

	Referee 1	Referee 2 (Must be a relative)
Full Name		
Relationship		
Tel: (Home/ Mobile)		
Email Address		

10. LOANS WITH OTHER FINANCIAL INSTITUTIONS

Name of the Financial Institution	Principal Amount	Installment Amount (per Month)	Current Balance

11. LOAN GUARANTEE (Read and understand before signing)

I/We, the undersigned acting as guarantors for the loan requested on page 1 of this application form understand and agree jointly and severally that all deposits with Mhasibu Sacco Society Ltd, owned by me/us-are hereby pledged as security for the said loan. The applicant hereby agrees that if the securities are not enough the personal belonging shall form guarantee of the loan balance and should be attached. In case of default in repayment by the loanee the management is hereby authorized to deduct any balance interest and cost appertaining to the loan from the securities hereby pledged. Our details are as provided below:

Complete this part in block capitals: Guarantors' name should be written in full.

MEMBER NO.	MEMBER NAME	PHONE NO.	AMOUNT GUARANTEED (Please indicate amount)	SIGNATURE	DATE	

Please note the amount guaranteed must be indicated

COMMUNICATION TO DEFAULTERS

Incase of default the communication to the guarantor and the Applicant will be as follows;

- i) First month notification will be by Email to the loan Applicant.
- ii) Second month notification will be to both the Applicant and the guarantors through an Email.
- iii) Third month default will be communicated through email to member and guarantors.

12. TERMS & CONDITIONS

I understand that the basic rules applicable to this application are as Listed and understand the loan will be granted only according to these rules.

- i) Members are limited to four times (or as may be prescribed) the sum of shares and deposit held, but subject to availability of funds. For self-guaranteed loans only, uncommitted deposits shall be considered.
- ii) 2/3 rule shall apply in the loan appraisal.
- iii) A member will be required to maintain a monthly deposit contribution depending on loan repayment period and amount contribution subject to the current requirements based on loan applied for as shown below:

Loans Amount (Kshs)	Up to 48 Months	Beyond 48 Months
	Minimum Contribution (Kshs)	Minimum Contribution (Kshs)
Up to 500,000	1,600	2,000
500,001 - 1,000,000	1,600	4,000
1,000,001 - 1,500,000	2,000	5,000
1,500,001 - 2,000,000	3,000	7,500
2,000,001 - 3,000,000	6,000	10,000
3,000,001 - 4,000,000	10,000	15,000
4,000,001 - 50,000,000	15,000	20,000

- iv) Outstanding loans must have been cleared/ offset before a new loan is granted OR the member allows the Sacco to offset the outstanding loans as per the standing policy guiding respective loan products.
- v) Members must have contributed for a minimum period of six consecutive months having a minimum share/deposit contribution
- vi) The guarantors must be members of the society, one can guarantee a maximum of 7 loans including theirs.
- vii) Lumpsum contribution for the purpose of securing a loan can be considered only if such money remains in the Society for at least six months, OR subject to a commission between 10% to 40% commission on the lumpsum for members in good standing.
- viii) In case of default in payment the entire balance of the loan will immediately become due and payable at the discretion of the Board and all deposits owned by the member and held by the member and any interest and deposits due to the member will be set against the owed amount. The member will also be liable for any costs incurred in the agencies so appointed for the loan balance and accumulated interest. Any remaining balance will be deducted from the member's salary and or terminal benefits and the employer is authorized to make all necessary deduction by authority of the member's signature appended below.
- ix) Members shall be required to provide email address of their bank for validation of bank statements for loans of KES. 1 million and above.
- x) All loan applicants of amounts KES. 200,000 and above will be expected to sign a direct debit Authority Form for payment.

13. MEMBER DECLARATION

- i) Notwithstanding the credit facility. I/We understand that Mhasibu 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.
- ii) 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/persons without prior written consent.*
 *Mhasibu Sacco lists all loans with CRBs, non-performing loans will be listed as loans in default.

Applicant:

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

Witnessed by:

NameSignatureMembership No/ ID No.

IRREVOCABLE INSTRUCTIONS *(For members' deductions through employer's payroll)*

TO THE EMPLOYER

Name of the Organization:

MEMBER'S SECTION

IRREVOCABLE INSTRUCTIONS FOR LOAN REPAYMENT

I Employer's No hereby authorize and request you to deduct from my salary each pay day the sum of shillings (Kshs)..... (in words)

LOAN REPAYMENT TERMS

Loan repayment (Principal + Interest)	Deposit (matched to loan amount)	Total

With effect from20.....to.....20..... to be paid to Mhasibu Sacco Limited and that in the event of my leaving the institution, my terminal dues equivalent to outstanding loan balance be withheld until a letter of clearance is received from Mhasibu Sacco Limited. These instructions shall be terminated or amended only with knowledge and written approval of the Board of Mhasibu Sacco limited.

Members Signature: Membership Number: Date:

EMPLOYER'S SECTION (Acknowledgment of irrevocable Instructions)

NameSignature

Date

Designation

Email Address

OFFICIAL RUBBER STAMP

<p>SOCIETY'S SECTION</p> <p>(For official use only)</p> <p>Received By:</p> <p>Name: Signature:</p> <p>Date Time</p>
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DIRECT DEBIT AUTHORITY FORM

<u>Member Details</u>	<u>Beneficiary details</u>
To	Name: MHASIBU SACCO SOCIETY LTD
Bank Name:	Bank Name: Co-operative Bank of Kenya Ltd
Bank Code:	Branch: Co-operative Bank House, Nairobi
Branch Name:	Branch Code: 11031
A/c No:	Account to be credited: <u>01120040136100</u>
Membership No:	Originator Code: 1235

Member's Name: **ID No.**

Address: **Tel No.**

I/We hereby request, instruct and authorize you to draw against my/ our account with the above mentioned bank or any other bank or branch to which I/ We may transfer my/ our account the sum of Kshs (amounts in words)

 the amounts necessary for payment of the monthly installment/premium due in respect of the above-mentioned agreement/Sacco on the day of each month commencing on and continuing (as the case may be). All such withdrawals from my/our account by you shall be treated as though they have been signed by me/us personally.

The amounts are variable and may be debited on various dates. I/We understand that you may change the amount and dates only after giving me/us prior notice.

I /We understand that the withdrawals hereby authorized will be processed by Direct Debit transfers and I /We also understand that details of each withdrawals will be printed on my bank statement or an accompanying voucher. I/we agree to pay any bank charges relating to this authority.

This authority may be cancelled by me /us giving you 30 (thirty) days' notice in writing, sent by prepaid registered post or delivered to the offices of the above mentioned company/ association but I /We understand that I /We shall not be entitled to any amounts which you have already withdrawn while this authority was in force if such amounts were legally owing to you.

Receipt of this Authority by you shall be regarded as receipt thereof by my/ our bank (whichever it is or will be). I/ We understand that if any Direct Debit Transfer is paid which breaks the terms of this authority, you will make a refund upon application.

Sign Date

(Member's Signature as used for signing cheques) Witnessed By..... (MHASIBU SACCO STAFF)

Sign.....

<p>For Bank use only:</p> <p>Confirm Bank Details & Signature:..... Approved By:.....</p> <p>Date Stamp:</p>

LOAN PURPOSE - ECONOMIC SECTORS		
AGRICULTURE		EDUCATION
1100 Crop Farming		4100 Education and related services
1110 Tea		4110 School fees for primary and secondary schools including shopping
1120 Coffee		4120 College fees, University fees, training fees, seminar fees
1130 Sugarcane		4130 Research and scientific activities etc
1140 Others, cotton, sisal etc		HUMAN HEALTH
1150 Cereals such as maize, wheat, sorghum. Millet etc		5100 Human health and related services
1160 Legumes such as beans, peas, snow peas, cow peas, french beans		5110 Medical Bills, purchase of medicine
1170 Horticulture crops such as vegetables, fruits, flowers		5120 Maternity Bills and expenses
1180 Roots & tubers such as Irish potatoes, sweet potatoes and cassava		LAND AND HOUSING
1200 Animal Production		6100 Land
1210 Dairy farming		6110 Purchase of plots
1220 Beef Production		6120 Land purchase services such as surveying and valuation
1230 Poultry Farming		6200 Housing
1240 Bee keeping		6210 Construction of multiple residential buildings
1250 Rabbit Farming		6220 Construction of commercial buildings
1260 Sheep and Goat Rearing		6230 Construction of single residential dwelling units
1270 Pig Farming		6240 Renovations of the buildings
1280 Others		FINANCE, INVESTMENTS AND INSURANCE
1300 Agricultural supporting services		7100 Microfinance
1310 Agricultural machinery such as truck, tractors and other tools		7110 Payment to microfinance loans
1320 Water, Irrigation and supporting services		7200 Commercial Banks
1330 Veterinary and related services		7210 Payment to Commercial bank loans
1400 Agribusiness		7300 Mortgage Finance
1410 Agricultural equipment and accessories		7310 Purchase of residential property/payments to mortgage loans in other financial institutions
1420 Dealers in agro-chemicals, seeds and other farm inputs		7400 Insurance
1430 Distribution of farm produce		7410 Payment to insurance policies
1500 Forestry and Logging		7500 Investments
1510 Agro-forestry		7510 Buying of Sacco shares
TRADE 2110 Wholesale 2120 Retail		7520 purchase of quote shares, unquoted shares, treasury bills & bonds, commercial papers, unit trusts and other quoted public funds
2200 Transport		7530 Paying personal debts to non-registered institutions
2210 Public service transport		CONSUMPTION AND SOCIAL SERVICES
2220 Purchase of motorvehicle accessories		8100 Utilities
2230 Transportation of goods		8110 Expenses incurred relating to car and electronic repairs, bills like electricity, sewer, water, telephone, decoder, personal debts to family
2300 Hospitality		8200 Utilities
2310 Accomodation, restaurants, conference facilities, event planning & outside catering, theme parks (wedding and others)		8210 Household necessities like food, beverages and basic household products.
2320 Schools and kindergartens		8300 Consumer Durables
2330 Medical clinics and equipment		8310 Goods that do not wear out quickly like automobiles(cars), books, household(home appliances, consumer electronics, furniture, tools etc)
2400 Foreign Trade		8400 Social and communal expenses
2410 Import		8410 Burial expenses, wedding expenses, rites of passage expenses.
2420 Export		3200 Servicing Industry
MANUFACTURING AND SERVICING INDUSTRIES		3210 Motorvehicle repairs
3100 Cottage Industry		3220 Professional services such as Barber shops
3110 Jua kali Industry		3230 Working capital for learning institutions, churches & businesses
3120 Small scale Agricultural Produce processing		3240 Promotion of local tourism
3130 Dressmaking Industry		3300 Information, Communication and Technology
3140 Leather tanning		3310 Computer services and Internet
3150 Carving and handcrafts		3320 Computer software and hardware
		3330 Telecommunication Equipment