

LOAN APPLICATION FORM

Please complete in full, attach all supporting documents and mail to the Sacco office

APPLICANT PARTICULARS

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| First Name: | Last Name: |  | Middle Name: |  |
|  |  |  |  |  |  |  |
| Membership No: |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  Address: |  |  | Apartment Number: |  | City/Town: |  |
|  |  |  |  |  |  |  |
| State: |  |  | Postal/Zip Code: |  |  |  |  |
| Mobile no.: | Alternative Mobile No: |  | E-mail: |  |
| Kenya ID No.: | Kenya Passport No.: |  |  | Expiry Date: |  |
| KRA PIN No.: | Marital Status: | Married |  | Single Widowed/Divorced  |  |
|  |  |  |  |  |  |  |



KENYA ADDRESS or Other (Optional):

|  |  |  |  |
| --- | --- | --- | --- |
| Address: | Postal Code: | City/Town: |  |
|  |  |  |
| County: | Mobile Phone No.: |  |  |

LOAN TYPE & PURPOSE - Tick (√) appropriately

STATE THE PURPOSE OF THE LOAN:

Tick the Loan Type

|  |  |  |  |
| --- | --- | --- | --- |
| Personal Loan | Emergency/Instant Loan | Top-up Loan |  |
|  |  |  |  |
| Development loan |  |



Please note that all loans are issued in Kenya Shillings

|  |  |
| --- | --- |
|  Loan Amount in figures: |  Loan Amount in words: |
|  Repayment Period (Months): | Proposed Monthly Payments: KES |

EMPLOYMENT DETAILS (complete this section if salaried or in gainful employment):

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of Employer: |  |  | Date Employed: |  | Profession: |  |
| Employer’s Address: |  |
| Office Tel. No: | Mobile No: | Work Email: | Website: |  |
| Terms of Employment: | Permanent | Contract: |  | If on contract, specify duration to expiry of contract: |  |
|  |  |  |  |
|  |  |  |  |  |  |  |  |
| Residential Status | Owned | Rented | Other, Specify |  |  |
|  |  |  |  |  |
| Gross Salary - Annual (UK £/US$/ KES/other): |  |  | Gross Monthly Salary (UK £/US$/KES/other): |  |
|  |  |  |  |   |  |  |  |  |



SELF-EMPLOYMENT DETAILS (complete this section if you are a contractor, self-employed or in business):

|  |  |  |
| --- | --- | --- |
| Company name &Reg no: | Date Reg: | Type: |
| Physical Address: |
| Designation/Title: | Business E-mail: |  |
| Business Tel. No: | Website |
| Annual Income (UK £/US$/ KES/other): | Annual Net Income (UK £/US$/KES/other): |
| Total Monthly Expenses (UK/US$/ KES/other): based on the latest 3 years |

DECLARATION OF MONTHLY INCOME AND EXPENDITURE

|  |  |  |
| --- | --- | --- |
|  | Monthly Incomes |  |
|  | Employer Name | Amount |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
|  | Total Monthly Income |  |

|  |  |  |
| --- | --- | --- |
|  | Monthly Expenditure | Amount |
| 1 | Mortgages |  |
| 2 | Other loan obligations |  |
| 3 | Fixed bills – Rent and other utilities |  |
| 4 | Other recurring bills |  |
| 5 | Other monthly costs |  |
|  | Total Monthly Expenditure |  |

Member Name Signature

DEPENDANTS: If more than 5 continue on a separate sheet and attach it with this form.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Name | Relationship | Age | Education (Primary, Secondary, college/University |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

COLLATERAL/SECURITY DETAILS:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Collateral Details |  |
| Type of Security | Location | Land Ref No | Estimated Value |

1

2

3

Contact Persons Details for Valuation and Viewing Purposes

Name of Person or Seller

Address

|  |  |  |
| --- | --- | --- |
| Email | Mobile No. |  |

BORROWING FROM OTHER FINANCIAL INSTITUTIONS:

|  |  |  |  |
| --- | --- | --- | --- |
| Lending institution | Outstanding Loan Balance | Repayment Amount | Comments |

 Totals

(Please attach documentary evidence)

REPAYMENT GUARANTEE: So as to understand the full implication of loan guarantee, guarantors are advised to read and understand all the information as supplied in this form by the applicant including the SACCO’s Policy Document.

I/we, the undersigned, hereby accept jointly and severally, liability for the repayment of this loan in the event of the borrower’s default. I understand that the amount in default may be recovered by an offset against my deposits or attachment of my property.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Member’s no. | Member’s name | Loan outstanding Kshs | Deposit Kshs | ID no. | Signature |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |

REFEREE DETAILS (for emergency contact only)

|  |  |  |
| --- | --- | --- |
| 1. Relative’s Surname: | Other Names: | ID/Passport Number: |
|  |  |  |
| Relation to applicant: | Postal Address: | Office Tel: |
|  |  |  |
| Mobile No.: | Email: | Occupation: |
|  |  |  |
| 2. Non-Relative’s Surname: | Other Names: | ID/Passport Number: |
|  |  |  |
| Relation to applicant: | Postal Address: | Office Tel: |
|  |  |  |
| Mobile No.: | Email: | Occupation: |
|  |  |  |

2

THE FOLLOWING GENERAL TERMS AND CONDITIONS FOR LOAN DOCUMENTATION ARE GOVERNED BY AND SUBJECT TO THIS SACCO’S POLICY DOCUMENT (AND ALL THE LEGISLATION AS APPEARING ON ITEM NUMBER 13) ALREADY AVAILABLE TO ALL MEMBERS

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | 1. | IF YOU ARE EMPLOYED |  |  | **N/B: If loan amount applied for is less than your combined shares and savings in the SACCO then you** |  |
|  |  |  |  |  | **ONLY need to provide items 1, 4,5 and 6 below.** |  |
|  |  |  |  | 1. | Pay-slips for the latest 3 months  |  |
|  |  |  |  | 2. | Letter from employer confirming employment status |  |
|  |  |  |  | 3. | Bank statements for the latest 6 months  |  |
|  |  |  |  | 4. | Copy of Kenya ID or Kenya valid Passport |  |
|  |  |  |  | 5. | KRA PIN Certificate |  |
|  |  |  |  | 6. | Two passport size photographs |  |
|  |  |  |  | 7. | Security - Copy of the title document of a property acceptable by the Sacco |  |
|  |  |  |  |  |  |  |
|  | 2. | IF YOU ARE SELF- |  | 1. | Bank statements for the latest 12 months (Notarized) |  |
|  |  | EMPLOYED OR CONTRACT |  | 2. | Letter from employer confirming employment status |  |
|  |  |  |  | 3. | KRA PIN certificate |  |
|  |  |  |  | 4. | Two passport size photographs |  |
|  |  |  |  | 5. | Business registration certificate |  |
|  |  |  |  | 6. | Local Business Tax Returns for the latest filing year |  |
|  |  |  |  | 7. | Security - Copy of the title document of a property acceptable by the Sacco |  |
|  |  |  |  |  |  |  |
|  | 3. | IF YOU ARE CONSTRUCTING |  | 1. | Approved building plans & structural drawings from relevant authority |  |
|  |  | A HOUSE |  | 2. | NEMA approval (if applicable) |  |
|  |  |  |  | 3. | Bill of quantities from a registered quantity surveyor. |  |
|  |  |  |  | 4. | Appointment of contractor and contractor agreement (depending on cost) |  |
|  |  |  |  | 5. | Appointment of Architect, project manager and other service engineers. |  |
|  |  |  |  | 6. | CVs/profiles of design team. |  |
|  |  |  |  |  |  |  |
|  | 4. | GENERAL TERMS AND |  |  1.  |  One must be a Sacco member for at least six months, having paid in full a non- |  |
|  |  |  |  refundable registration fee of Ksh10, 000 with consistent 6 months savings (minimum of Ksh 10,000 each) and bought at least 10 shares. |  |
|  |  | CONDITIONS |  |  |  |
|  |  |  |  |  2. | Loans will be repaid from a member’s salary or from members other incomes |  |
|  |  |  |  |  | and no member will be subjected to deductions more than 2/3rds of his |  |
|  |  |  |  |  | monthly salary or income. Where total deductions exceed two thirds of a |  |
|  |  |  |  |  | member’s salary, the loan shall be reduced accordingly. |  |
|  |  |  |  | 3. | Qualifying loan is 4 times a member's main savings. |  |
|  |  |  |  | 4. | The maximum loan amount is currently pegged at Ksh 2 Million |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 5. | The Sacco will only accept a dully filled loan application form and all |  |
|  |  |  |  |  | other documents required for loan processing. Incomplete loan |  |
|  |  |  |  |  | applications will not be processed. |  |
|  |  |  |  | 6. | The member must provide collateral or any other acceptable form of Security. |  |
|  |  |  |  |  | No member guarantors are accepted for all development loans. However, for personal and  |  |
|  |  |  |  |  | emergency loans a member’s guarantor(s) are allowed who must sign the repayment guarantee section above  |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 7. | The property being used as a loan collateral must be registered and located in |  |
|  |  |  |  |  | a major Town or City in Kenya and must have a minimum lease period of 35 |  |
|  |  |  |  |  | Years or a freehold. |  |
|  |  |  |  |  |
|  | 5. | ACCEPTABLE SECURITIES |  | 1. | Member’s savings/shares: A member can borrow up 80% of their savings and shares  |  |
|  |  |  |  |  | without needing an extra security |  |
|  |  |  |  |  2. | Legal Charge on property  |  |
|  |  |  |  | 3. | Debenture on stock or securities. |  |
|  |  |  |  |  |  |  |
|  |  |  |  | 4. | Deed of Guarantee and Indemnity by a third-party guarantee or guarantor. |  |
|  |  |  |  | 5. | Logbook- on Motor Vehicle, Motor cycle or equipment (The loan to value must be up to 50%). |  |
|  |  |  |  |  | 3 |  |

BANK ACCOUNT DETAILS (Account where the loan will be dispatched to upon approval)

NAME:…………………………………………………….Bank:………..…………….…………………………………Branch:………………………….Acct No:……………………………

Recipient address: PO Box…………………………………………………………Postal Code……………………..Town:…………………………..Mobile:…..…………………

CONSENTS AND DECLARATIONS

1. CREDIT REFERENCE BUREAU

I hereby authorize the Stoke UK Diaspora SACCO Ltd to disclose and or obtain any information relating to my account(s) to and or from any Credit Reference Bureau, Regulator or any other institution or third party as may be required by the laws of relevant country.

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID/Passport No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ sign \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_/\_\_\_\_\_\_/20\_\_\_

2. APPLICANT DECLARATION AND SIGNATURES

1. I authorize you to obtain any information you may require relating to this application from my employer(s) if any and from any other source(s) to which you may apply, each source being hereby authorized by me to provide you with such information.
2. I undertake to notify the company immediately of any situation, which materially changes the representation of this application.
3. I confirm that Stoke UK Diaspora SACCO Ltd has not offered any other advice regarding suitability of the property or mortgage and that I shall obtain independent legal advice with regard thereto.
4. I declare I have not been adjudged bankrupt, insolvent or sequestrated.
5. I understand that you may in your sole discretion reject this application without having to provide any reasons.
6. I declare the information given on this form is true, accurate and complete. I understand that the provision of false information is fraud and that in the event I am found to have deliberately falsified the information, appropriate action including criminal proceedings may be taken.

Applicant Signature ………………………………………………………………………………………… Date………………………………………………………

Witnessed by guarantor (if applicable)…………………………………………………………….. Signature ……………………………………………..

Email: info@stokeukdiasporasacco.com Tel:+447737795855

**Postal address:**

Stoke UK Diaspora Sacco

4 Bottrill Court

Bottrill Street

Nuneaton

CV11 5JS

United Kingdom

FOR OFFICIAL USE ONLY

STOKE UK DIASPORA SACCO LTD

1. Received and verified (SECRETARY)

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

2. Approved / Rejected (SAVINGS AND CREDIT COMMITTEE)

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

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

3. Authorized /Rejected (CHAIRMAN)

Name………………………………………………………….…Signature…………………………………… Date & Stamp………………………

4. Authorized and dispatched: (TREASURER)

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

Loan Amount in figures………………… Loan Amount in words………………………………………………………………………………………………….

Interest rate per annum……………Monthly Repayment Amount……………………………………………………………………

Start Date…………………………..Duration……………………………..