

**MEMBERS LOAN APPLICATION AND AGREEMENT FORM**

IMPORTANT! (Fill in Capital Letters. Cancellations or Erasures will be allowed where applicable)

(This application should be accompanied by supporting documents where applicable)

**Part 1: Personal Details**

1. Full Names of Applicant \_\_\_\_\_
2. Telephone No \_\_\_\_\_
3. Sub Group \_\_\_\_\_ Minor Group \_\_\_\_\_ Membership No: \_\_\_\_\_
4. Date of Enrolment \_\_\_\_\_
5. Loan No \_\_\_\_\_
6. Members Age \_\_\_\_\_ ID No \_\_\_\_\_ (Attach Photocopy).
7. Huduma Number \_\_\_\_\_

- A. Residential Address \_\_\_\_\_

(Two members who have been physically to this place)

	Name	Subgroup	Minor group	Signature
i.	_____	_____	_____	_____
ii.	_____	_____	_____	_____

- B. Occupation \_\_\_\_\_ Area of operation \_\_\_\_\_

(Two members who have been physically to this place)

	Name	Subgroup	Minor group	Signature
i.	_____	_____	_____	_____
ii.	_____	_____	_____	_____

- C. Home/Permanent Address \_\_\_\_\_
- Nearest school /Market \_\_\_\_\_ . Village \_\_\_\_\_ . Sub-location \_\_\_\_\_
- Location \_\_\_\_\_ . Division \_\_\_\_\_ Sub County \_\_\_\_\_ County \_\_\_\_\_

- D. Marital status \_\_\_\_\_ . Full Names \_\_\_\_\_ . ID No. \_\_\_\_\_
- (Attach photocopy). Contact Address \_\_\_\_\_ . Spouse's signature \_\_\_\_\_

- E. Type of loan applied: **Business Loan** ☐ **Development Loan** ☐ **(Please tick)**
- School Fees** ☐ **Emergency** ☐

- F. Purpose for which loan is applied
- (State specific amount for each purpose. Attach documents)

- a) \_\_\_\_\_
- b) \_\_\_\_\_
- c) \_\_\_\_\_

- G. Sponsor or Business Partners

- a) \_\_\_\_\_
- b) \_\_\_\_\_

**Part II: Member's Application and Repayment**

I \_\_\_\_\_ hereby apply for a loan of KSH. \_\_\_\_\_ (amount in words)

\_\_\_\_\_ at an interest of \_\_\_\_\_ percent per annum, whereby total loan plus

interest will be KES \_\_\_\_\_ (in words) \_\_\_\_\_

to be repaid within a period of \_\_\_\_\_ weeks at a weekly installment of KSH. \_\_\_\_\_ (in words)

\_\_\_\_\_ Commencing from \_\_\_\_\_ until

### Part III: Comments by Next of Kin/ Heir

I \_\_\_\_\_ of P.O Box \_\_\_\_\_, hereby support the loan applied by \_\_\_\_\_ and subject to the rules and policy of Biashara Pamoja Sacco Society. In case of default, I undertake to repay the total outstanding loan, interest and any other costs. ID No: \_\_\_\_\_ phone no. \_\_\_\_\_.

### Part IV: Guarantor's Particulars (Minor Group) And Guarantee ship

We, the undersigned being guarantors to the loan requested to the loan on this agreement understand and agree that all shares, interest and deposit with Biashara Pamoja Sacco Society and owned by us are hereby pledged as security for loan or such part of it as may be granted. We do hereby jointly and severally bind ourselves that in the event of default of repayment by the loanee, the group is hereby authorized to deduct any interest appertaining to the aforementioned loan from the securities hereby pledged and this shall be shared equally.

We do understand that if the securities offered fail to satisfy the loan, the group shall proceed with legal means as its disposal to ensure full recovery of the sums due from us jointly and severally as per the affidavit and this shall commence immediately the loan repayment is over.

The above shall not apply when a valid reason shall have been forwarded and approved by the Credit/loaning recovery committee and Management Committee.

We also understand that if the loanee fail to pay three consecutive installments without an acceptable reason to the group, this will be regarded as default and will have a negative effect on the next applicant from the same Minor Group.

#### Guarantors Details

Membership No.	Full Names	ID No.	Address
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____

#### Records (Continuation)

Totals shares & Deposits KSH	Loan(s) Balance KSH	Amount Guaranteed KSH	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____

3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____

**Part (V): Security/ Collateral**

I provide \_\_\_\_\_ to be sold in case of default or inability to offset my loan balances or Outstanding Fines \_\_\_\_\_ or Outstanding Deposits \_\_\_\_\_  
 Any other reasons (specify) \_\_\_\_\_

Chairman credit Committee \_\_\_\_\_  
 Secretary Credit Committee \_\_\_\_\_  
 Member Credit committee \_\_\_\_\_

**THE MANAGEMENT COMMITTEE**

Recommendations / Certification \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- |                     |       |                 |            |
|---------------------|-------|-----------------|------------|
| 1. Sacco Chairman   | _____ | Signature _____ | Date _____ |
| 2. Sacco Treasurer  | _____ | Signature _____ | Date _____ |
| 3. Sacco Secretary  | _____ | Signature _____ | Date _____ |
| 4. Committee Member | _____ | Signature _____ | Date _____ |

**COLLECTION OF SECURITY (IES)/COLLATERAL**

I \_\_\_\_\_ confirm that I have collected my \_\_\_\_\_ which I had given as security for the loan I had taken. I further confirm that the item(s) is/are in good condition.  
 Signed by the item’s owner \_\_\_\_\_ Date \_\_\_\_\_

**Signed by an official of Biashara Pamoja Sacco Society** \_\_\_\_\_ **Date** \_\_\_\_\_

**E. FOR OFFICIAL USE**

**Details of Repayment:**  
 Original Loan repaid KSH. \_\_\_\_\_ Interest KSH. \_\_\_\_\_  
 Total KSH. \_\_\_\_\_ Receipt No. \_\_\_\_\_  
 Date \_\_\_\_\_

Signed by an official of **BIASHARA PAMOJA SACCO SOCIETY**  
**Treasurer name and Sign** \_\_\_\_\_

LETTER NO .....  
 NAME .....  
 P.O BOX .....  
 DATE .....  
 TEL .....

**THE CHAIRMAN,**  
**BIASHARA PAMOJA SACCO SOCIETY,**

P.O BOX 8649,  
ELDORET.

**REF: LOAN APPLIED AMOUNT (KSHS.....)**

I am a member No..... Subgroup ..... Minor group..... I humbly apply for a loan of KES. .... payable within a duration of ..... weeks at an interest of ..... Percent. This is my ..... loan. My total Shares and Deposits as at now is KES. .... My security will be ..... I intend to ..... with the amount.

I have consulted my minor group members and they have agreed to guarantee me as follows:

NAMES	AMOUNT	SIGNATURE
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....
4. ....	.....	.....
5. ....	.....	.....
6. ....	.....	.....
7. ....	.....	.....

Your recommendation will highly be appreciated.

Signed.....

**CREDIT COMMITTEE**

The application form verified by member's representative

Loan approved, KES..... recoverable in ..... instalments, at interest rate of.....

The credit committee meeting on.....day of .....year..... Minute number .....

**Credit Chairman**.....

**Credit Secretary** .....

**Credit Member** .....

**Name the verifying/approval officer** .....signature .....Date .....

**Reason/s for deferment: -**

- ☐ Incomplete information, or lack of supporting documents
- ☐ Timeliness
- ☐ Renegotiate loan terms or purpose
- ☐ Inadequate funds to meet loan demand

**Reason/s for Rejection: -**

- ☐ Inability to repay or bad repayment history
- ☐ Loan not in proportion to shares
- ☐ Clear outstanding loan
- ☐ Excessive loan frequency
- ☐ Lack of proper guarantors and/or security
- ☐ Membership period
- ☐ Ineligible purpose

**REPUBLIC OF KENYA**

IN MATTER OF OATHS AND STATUTORY DECLARATIONS ACT (CAP 15) LAWS OF KENYA AND IN THE MATTER OF ..... MINOR GROUP AND IN THE MATTER OF BIAHARA PAMOJA SACCO AND IN THE MATTER OF ..... ID No. .... (BORROWER)

## AFFIDAVIT

I, \_\_\_\_\_ of Post Office Number \_\_\_\_\_ in the Republic of Kenya do herein make oath and state as hereunder:-

1. That I am the deponent herein.
2. That I am a Kenyan citizen and holder of identity Card Number \_\_\_\_\_.
3. That I am a member of \_\_\_\_\_ minor Group of **Biashara Pamoja Sacco** and registered under the Ministry of Culture and Social Services Certificate Number \_\_\_\_\_.
4. That I do hereby state that I have been and will always abide to the rules, laws, by-laws and the Constitution governing my above Minor Group.
5. that as long as the rules contained in the constitution of my above mentioned Sacco are not repugnant to the laws of this land, the rules take precedence over any law(s)
6. That the **Biashara Pamoja Sacco** upon my application agreed to extend loan facility to me.
7. That the loan so extended shall be secured by other members of my Minor Group known \_\_\_\_\_.
8. That I do undertake to do all that which is under my power and ability to do all which is under my power and ability to service the loan advance to me.
9. That I have therefore agreed to provide the items shown in the attached list as my security for the loan.
10. That the items belong to me and I without fear of contradictions swear that no other person even my spouse can lay any claim over the items I have provided as security.
11. That in case I fail to service the loan and /or any part thereof as agreed between **Biashara Pamoja Sacco**, my minor Group and myself do state that I will forego and surrender for sale by way of public Auction or by Private treaty all my properties listed in the attached list of properties.
12. That pursuant to default, I further state that on oath, I expressly give authority to my Minor Group, loaning/Recovery Committee of **Biashara Pamoja Sacco** to attach /repossess my shown properties and sell them to recover the principal amount of the loan and interest which will be due.
13. That incase of any shortfall on the proceeds realized upon the sale of my properties listed herein attached, I do further state that my Minor Group and loaning / Recovery Committee of **Biashara Pamoja Sacco** shall be at liberty to take me to court to recover the difference and I do further state that I will not have any defense to such suits so filed against me.
14. That further state that I shall neither take my Minor Group nor loaning Committee of **Biashara Pamoja Sacco** to court if either or both ever repossess and sell my so listed properties due to default on my repayment of loan advanced to me.
15. That incase my Minor Group known as \_\_\_\_\_ of **Biashara Pamoja Sacco** ever disintegrate before the loan advanced to me is fully paid (discharge)I do authorize and I do declare that **Biashara Pamoja Sacco** shall be at liberty and have power to repossess and sell the items pledged as security for the loan.
16. That all what deposed herein is true to the best of my knowledge, information and belief.

SWORN at ..... (by the said).....  
this ..... ) Day of .....20..... ) **DEPONENT**

## **COMMISSIONER FOR OATH**

I \_\_\_\_\_ ADVOCATE do certify that the above mentioned named person appeared before me that date mentioned herein above and freely and voluntarily executed this instrument after I clearly explained to him/her the contents and implications of this instrument.

SIGNED .....STAMP .....DATE.....

**REPUBLIC OF KENYA**  
**SCHEDULE OF PROPERTIES**

<u>ITEM NO.</u>	<u>DESCRIPTION</u>	<u>YEAR SERIAL NUMBER</u>	<u>ESTIMATED VALUE</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

**CERTIFICATE**

I, \_\_\_\_\_ ID NO. \_\_\_\_\_ of Box. \_\_\_\_\_ in  
the republic of Kenya certify that I possess and own the above listed items and in the event of my defaulting in  
payment of loan advanced to me by Biashara Pamoja Sacco of Kshs \_\_\_\_\_ of any thereof give  
authority to either Loaning/Recovery Committee or the Management of Biashara Pamoja Sacco to dispose off the  
said property (ies) and reservice such loan any part balance owing from me to Biashara Pamoja Sacco.

Signed \_\_\_\_\_

In the presence of:-

1) Chairman Minor Group (Name)

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2) Chairman Sub-Group (Name)

Signature

Date

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<u>Membership No.</u>	<u>Full Names</u>	<u>Amount Guaranteed</u>	<u>Signature</u>


<u>Totals shares &amp; Deposits</u>	<u>Loan(s) Balance</u>	<u>Amount Guaranteed</u>	<u>Signature</u>
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[illegible]



[illegible]