

# RADIO GUARD SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LTD

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## NORMAL LOAN APPLICATION AND AGREEMENT FORM

### ATTACH THE FOLLOWING: -

1. Copy of two latest payslips
2. Copy of National ID Card
3. Copy of guarantors' ID Card
4. Supporting Documents

### FOR OFFICIAL USE:

Loan Application NO.: \_\_\_\_\_ Date Application Received: \_\_\_\_\_

### **(A) APPLICANT'S PERSONAL DETAILS**

Full Name \_\_\_\_\_ M/No. \_\_\_\_\_ Payroll No. \_\_\_\_\_

Pin No. \_\_\_\_\_ ID/ Passport NO. \_\_\_\_\_

Date of Birth \_\_\_\_\_

Home Address \_\_\_\_\_ Mobile No: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: Town \_\_\_\_\_ Estate \_\_\_\_\_ Street \_\_\_\_\_ House No. \_\_\_\_\_

Marital Status: Single  Married  Widowed  No. of dependents \_\_\_\_\_

### **(B) EMPLOYMENT DETAILS**

Applicant's Employer \_\_\_\_\_ Designation \_\_\_\_\_ Work Station \_\_\_\_\_

Employer Address \_\_\_\_\_ Street \_\_\_\_\_

Employer Physical Address \_\_\_\_\_ Employer Telephone \_\_\_\_\_

Terms of service (Tick One): Permanent  Contract  Pension  Temporary

### **(C) LOAN PARTICULARS**

Amount applied for in figures \_\_\_\_\_ Repayment period \_\_\_\_\_ Months.

Amount applied for in words: \_\_\_\_\_

**NB: Interest will accrue from disbursement date.**

Payment mode: Bank A/c No. \_\_\_\_\_ Bank Branch \_\_\_\_\_

**PURPOSE FOR WHICH LOAN IS APPLIED:** In case of several uses of loan, state the exact amount for each use. (Mandatory please specify)

Agriculture	<input type="checkbox"/>	Type _____	Loan Usage _____
Trade	<input type="checkbox"/>	Type _____	Loan Usage _____
Manufacturing & serving Industries	<input type="checkbox"/>	Type _____	Loan Usage _____
Education	<input type="checkbox"/>	Type _____	Loan Usage _____
Human Health	<input type="checkbox"/>	Type _____	Loan Usage _____
Land and Housing	<input type="checkbox"/>	Type _____	Loan Usage _____
Finance	<input type="checkbox"/>	Type _____	Loan Usage _____
Consumption and social Activities	<input type="checkbox"/>	Type _____	Loan Usage _____

**INTEREST: - To be at the rate of 1% per month on Reducing Balance.**

#### **(D) SECURITY DETAILS**

I offer the following security

1. Salary     2. Deposits and Savings     3. Guarantors     4. Terminal Benefits  
 5. SGA Welfare     6. Others Specify

Note: - The applicant's deposit plus those of the guarantors must be sufficient to secure the loan.  
- The society may at its discretion reject a guarantor proposed by an applicant.

#### **REPAYMENT GUARANTEE**

NB: Guarantors are advised to read all the information provided in this form by the applicant and the terms and conditions here in order to understand the full implications of signing this part. Any alterations of the loan amount applied for must be countersigned by all guarantors.

Type of loan Applied \_\_\_\_\_ Amount Applied Kshs \_\_\_\_\_

Amount applied for in words \_\_\_\_\_

Repayment Period \_\_\_\_\_ Months.

We, the undersigned, acting as guarantors for the loan requested, hereby accept jointly and severally liability for the loan in the event of the borrower's default. We understand that the amount in default may be recovered by an equal offset against our deposits, interests and number of shares in the society or by attachment of our salary, final dues, property or any other benefits due to us.

#### **GUARANTORS DETAILS**

M/No.	Name	ID NO.	Tel NO.	Amount of deposits pledged as security	Signature	Date
Total						

## **(E) LOAN AGREEMENT AND DECLARATION**

In consideration of the Society granting me the loan for or as the management committee may decide, I hereby declare as follows: -

1. That I have been a member of Radio Guard Sacco Society for Six Months.
2. That my deposits plus those of my guarantors are sufficient to cover the loan applied.
3. That I authorize my present employer and my future employers to have my express authority to deduct from my salary every month such as a sum of money consisting of the principal loan repayment and interest as may be determined by Radio Guard Sacco Society Ltd until the loan is repaid in full. These instructions shall remain irrevocable until the loan amount herein has fully been repaid together with interest thereon as may from time to time be advised by the society.
4. That in the absence of check-off remittance or in self-employment, will authorize a direct debit or standing order with my bank to cover monthly loan repayments and will not terminate until the loan is fully paid.
5. That in the event that I should leave the services of my present employer, any sum of money due to me for whatever purpose may be utilized to the extent necessary to liquidate any balance remaining in my loan account.
6. That I shall not withdraw my deposits unless all loans are repaid and all guaranteed loans are cleared or replacement of guarantors done.
7. That the society may use any information related to me for evaluating the credit application. The Society may also share such information with Credit rating or reference agencies. I willingly grant consent to the Society to use any information that it may obtain about me with regards to this loan application in an appropriate manner as permitted by the Society's by-laws and other related laws of Kenya. The society may lawfully disclose information about me to debt recovering agencies, investigation agencies and law firms with a view to recovering any debt due to the Society from myself, at the full expense of my account.
8. That I warrant that in the event of disclosure of my credit information as stated above, I shall have no claim against the society or any of its officers, servants, directors or agents, and I shall indemnify the Society against any loss or injury arising out of any claim brought by myself or on my behalf or a result of such disclosure.
9. That I understand that am obliged to repay the loan amount and the interest stipulated in this agreement or as may be advised by the society from time to time. In the event that I default in servicing the loan or in any manner breach the loan conditions, the Society reserves the right to recover the amount due under this agreement by settling off against my deposits or other monies held in my account(s) with the society or employ any other means to recover the outstanding amounts including attaching my property.
10. That I am aware that if I default the repayment obligation of the loan, my account will be transferred to debt collectors and I shall meet all the costs. I understand that I will be liable for listing with the **CREDIT REFERENCE BUREAU (CRB)**.
11. That the foregoing particulars are true to the best of my knowledge and belief and I agree to abide by the by-laws of the co-operative, the Credit policy and any variation by the Credit and Risk Management Committee in respect of the terms of the loan requested.

Applicant's Name..... ID NO..... Signature..... Date.....

Witnessed by: Name..... ID No.....

Work place..... Tel:..... Signature..... Date.....

## **(F) BASIC RULES AND REQUIREMENTS**

1. A member must have been contributing and been active for a minimum period of **Three** months.
2. All loans MUST be fully secured by a minimum of six (6) guarantors and three guarantors for special and emergency loans.
3. Guarantors' loan and deposits must be up-to-date to qualify for loan guarantee.
4. Any category of outstanding loan must be cleared before a new loan of the same category is granted.
5. No member will be permitted to suffer total deductions including savings, loan repayment and interest in excess of two – thirds of his/her gross salary.
6. New loans will be given subject to the previous loan being regularly serviced.
7. Savings contribution paid in cash or cheque outside the check-off system shall remain in the Society for at least six months to be considered for lending purposes.
8. The loan application form must be completed and supported with the most recent payslip (certified by the employer's payroll officer), Copy of National identity card/passport and any other relevant supporting documents.
9. An application for a loan shall only be considered when the authorized loan application form has been filled.
10. No member shall guarantee more than **six (6)** loans at any one given time.
11. No member may withdraw his deposits unless all loans are repaid and all loans guaranteed by him are cleared or replacement guarantors sought for the same.

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Total shares ..... Total Loan Outstanding Kshs..... Frequency of loans during the year ..... Amount currently Requested..... New total loans will be Kshs..... Shares x3 = Kshs..... Members present Net monthly income Kshs..... x0.66 = Kshs.....

Total monthly payment to Society including payments of loans requested Kshs..... (**Must not exceed amount above**) The Guarantors over the Loan Amount Yes/No

I certify that the application is/is not within the rules of the Society. If not, say why.....

.....  
Official signature..... Date:.....

1. Loan Amount Recommended Kshs.....

Credit and Risk Management Committee Minute No..... Date .....

Chairman's Signature .....

Secretary's Signature.....

Member's Signature.....

2. Loan / Cheque amount approved Kshs.....

3. Manager.....Signature.....Date.....