



**QWETU  
SACCO**

**FAIDA LEO NA KESHO**

**P.O.BOX 1186-80304 WUNDANYI, Tel NO. 0728 536 169, 0728 957 585**

**Email No: info@qwetusacco.com**

## **BUSINESS LOAN APPLICATION FORM**

**INDIVIDUAL**  **GROUP**  **INSTITUTION**

**Loan Type:** Asset Financing  LPO Financing  Kilimo biashara  Biashara Loan

Micro Elimu Loan  BodaBoda Loan  Other Product (Specify) .....

**Date**.....**Branch**.....**Form No**.....

### **1 CLIENT'S PERSONAL INFORMATION**

Applicant's Name \_\_\_\_\_  
Fosa A/C NO \_\_\_\_\_ M/NO \_\_\_\_\_ Gender \_\_\_\_\_  
Name of the Group \_\_\_\_\_  
Group A/C No \_\_\_\_\_  
National ID/Passport No. \_\_\_\_\_ Phone No \_\_\_\_\_  
Marital status: Single  Married  Others \_\_\_\_\_  
Religion \_\_\_\_\_ Location \_\_\_\_\_ Nationality \_\_\_\_\_  
P. O Box \_\_\_\_\_ Email Address \_\_\_\_\_

### **2 LOAN PARTICULARS**

Loan Amount Applied(Kshs) \_\_\_\_\_ (Amount in words) \_\_\_\_\_  
Total Micro premiums (Kshs) \_\_\_\_\_  
Purpose of borrowing \_\_\_\_\_  
Repayment period \_\_\_\_\_ Loan Series(Number) \_\_\_\_\_

### **3 LOANS IN OTHER BANKS/MFI/NGO**

<i>Institution</i>	<i>Amount Borrowed</i>	<i>Year</i>	<i>Loan Balance</i>

### **4 PRINCIPAL GUARANTOR'S COMMITMENT/WITNESS**

I the personal guarantor of the above named borrower hereby confirm that I have consented to the borrower giving the asset as security for the loan. Without prejudice to any other security, I hereby guarantee the payment of the loan of the borrower and agree to be personally liable for the payment of the same should the borrower default in his/her obligations.

GUARANTOR NAME \_\_\_\_\_  
RELATIONSHIP TO BORROWER \_\_\_\_\_ PLACE OF WORK \_\_\_\_\_  
GUARANTOR ID NO. \_\_\_\_\_ PHONE NO \_\_\_\_\_  
GUARANTOR'S SIGNATURE \_\_\_\_\_

**LOANEE READ AND SIGN**.....**DATE**.....

**BUSINESS INFORMATION**

Business Location.....  
 Nature of Business.....NO of Years in business.....  
 Place of residence.....Physical address.....  
 Specific Purpose for the facility.....

<b>BUSINESS APPRAISAL</b>			
<b>PROFIT AND LOSS</b>			
<b>INCOME</b>	<b>AMOUNT</b>	<b>EXPENSES</b>	<b>AMOUNT</b>
Average Business sales p/m		Average purchase p/m	
Borrower net salary		Business Rent	
Pension IF ANY		Salaries for your workers	
		Transport	
		water,electricity,phone	
		other expenses	
<b>Total Income</b>		<b>Total Expenses</b>	
		<b>Net surplus/Deficit</b>	
<b>BALANCE SHEET</b>			
<b>ASSTES</b>	<b>AMOUNT</b>	<b>LIABILITIES</b>	<b>AMOUNT</b>
Loanees total group share		Creditors	
Debtors		Other loans	
Stock		Household Liabilities	
Fixed assets		<b>Capital</b>	
<b>Total Assets</b>		<b>Total Liabilities &amp; Capital</b>	

**LOAN SECURITY DECLARATION FORM**

I will utilize it for the purpose intended and indicated in the loan application form and ensure I abide by the rules and regulations of the SACCO and promptly make the payments as required.

I give authority to my group members and the SACCO to dispose of the below properties or any other including stock in the event of default.

The facility will be secured by the pledged chattel herein:

No	Name of Item	Identification	Serial NO	year of	Estimated Price
		make, model, colour		purchase	
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
<b>TOTALS</b>					

LOANEE READ AND SIGN.....DATE.....

**LOAN GUARANTEE DECLARATION:**

That in an event of default as defined by loan terms and conditions, each of the undersigned guarantors agrees to be personally liable for the payment of the loan to Qwetu Sacco Ltd. That each of the undersigned guarantors hereby agrees to be co-borrowers for the loan and expressly authorises Qwetu Sacco Ltd that in the event of loan default, recovery to commence by either offset from shares deposits, savings account held at Qwetu Sacco Ltd or by attachment of our properties/assets or our salaries. We understand that we shall not be eligible for loan or we can be listed negatively with Credit Reference Bureau(CRB) unless the amount in default is cleared in full.

Title	Name	Signature	Date
Chairperson			
Treasurer			
Secretary			
Member			

We members of \_\_\_\_\_ Group referred to in the letter of which the foregoing is a copy accept the offer thereby on the terms and conditions.

	MEMBER NAMES	ID NUMBER	ACCOUNT NO.	TELEPHONE. NO.	SIGN	DATE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						

**LOAN TERMS AND CONDITIONS**

- Interest will be charged at the rate of -----. We reserve the right to amend other loan charges without prior notice to you.
- The facility will be secured by household chattels/or business assets and a personal guarantee by all the registered members of \_\_\_\_\_ Group.
- The loan will be repaid as per the above stated period - ONE Month from the date of draw down (\_\_\_\_\_) until the loan is repaid in full. You should therefore ensure that you have sufficient funds to meet the obligation.
- The loan appraisal fee is ..... of the loan amount applied.
- The loan facility is insured for credit life with Monthly contribution Member Protection Scheme (MPS)
- All business proceeds to be channeled through the client’s account in FOSA.
- The group members to continue making their weekly/Monthly savings and shares contributions
- Recovery process to commence if loan falls into arrears by one installment.

**LOANEE READ AND SIGN.....DATE.....**

**SKETCH MAP (Business location/Place of Residence)**

**FOR OFFICIAL USE ONLY**

- a) Loan amount applied Kshs .....Repayment period .....Amount Recommended.....
- b) Savings account balance Kshs.....Share Balance.....Basic pay Kshs.....
- c) Current Net Salary Kshs.....Monthly Instalment(including interest) Kshs.....
- d) Outstanding Loans (if any) Kshs.....Net Salary after loan recovery Kshs.....
- e) Total Eligibility.....Repayment Period.....

Details checked and confirmed that the application is within the society lending regulations;

**a) APPRAISED BY: NAME.....SIGN.....DATE.....**

REMARKS.....

**e) SENIOR MICROCREDIT OFFICER.....SIGN.....DATE.....**

REMARKS.....

**b) BRANCH MANAGER: NAME.....SIGN.....DATE.....**

REMARKS.....

**f) CREDIT MANAGER: NAME.....SIGN.....DATE.....**

REMARKS.....

**g) POSTED BY: NAME.....SIGN.....DATE.....**

REMARKS.....

**h) AUDITED BY: NAME.....SIGN.....DATE.....**

REMARKS.....

**Credit/Management Committee Comments**

Minute No. \_\_\_\_\_ Meeting held on \_\_\_\_\_

Loan approved Kshs \_\_\_\_\_ Repayment period \_\_\_\_\_ monthly installment Kshs.....

Designation	Sign	Date
Chairman		
Secretary		
Member		