



FAIDA LEO NA KESHO

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### LOAN APPLICATION FORM

Loan Type: Emergency loan  School fees  SPIF LOAN  Qwetu Smart   
 Qwetu Development  Preferential Loan  Qwetu Super  Karibu Loan   
 Qwetu Plus  Qwetu Personal Loan  Qwetu Express  Other Product(Specify).....  
 Date.....Branch.....Form No.....

#### 1 CLIENT'S PERSONAL INFORMATION

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

#### 2 EMPLOYMENT DETAILS

Name of Employer \_\_\_\_\_  
 Work Station \_\_\_\_\_ Designation \_\_\_\_\_  
 Employment Terms \_\_\_\_\_ casual \_\_\_\_\_ Permanent \_\_\_\_\_ Contract \_\_\_\_\_ Others \_\_\_\_\_  
 Department \_\_\_\_\_ Duration with Current employer \_\_\_\_\_  
 Office Tel No \_\_\_\_\_

#### 3 LOAN PARTICULARS

Loan Amount Applied(Kshs) \_\_\_\_\_ (Amount in words) \_\_\_\_\_  
 Purpose of borrowing \_\_\_\_\_  
 Repayment period \_\_\_\_\_ Monthly Installments Kshs. \_\_\_\_\_ Interest Rate \_\_\_\_\_ %  
 Loan Series(Number) \_\_\_\_\_

LOANS TO BE PAID OFF/CLEARED ( SACCO,BANKS,MFI,NGO ETC)			
Institution	Amount Borrowed	Monthly deductions	loan balance

#### 4 BORROWERS' DECLARATION

I hereby declare that the foregoing particulars are true to the best of my knowledge and believe and agree to abide by the By-laws of the society, the loan policy and any variations by the credit committee in respect of SECTION (3) above. I hereby authorize the necessary recoveries including \_\_\_\_\_% interest monthly to be made from my salary as repayment of this loan. I declare that I am not indebted to any other credit society, bank or loan agency (except as listed herein) either as borrower or endorser and that I will earn from FOSA.

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

**5 GUARANTORS INFORMATION AND DECLARATION:**

We , the Undersigned; hereby accept jointly and severally liability that In an Event of Default, as the term is defined in the Loan Agreement, agrees to be personally liable for the repayment of the loan.

We understand that the amount of default may be recovered by an offset against our shares/savings in the society or by attachmnet of our property or our salary and that we shall not be eligible for loans unless the amount in default has been cleared in full.

No	MEMBER NAMES	ID NUMBER	AC/NO	PHONE NO	SIGN
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

**6 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.....

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

REMARKS.....

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

REMARKS.....

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

REMARKS.....

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

REMARKS.....

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

**7 LOAN TERMS AND CONDITIONS**

- a) That 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.
- b) That Interest will be charged at the rate of .....% per month. We reserve the right to amend other loan charges without prior notice to you.
- c) That the loan appraisal fee is .....% of the loan amount applied
- d) That the loan facility is insured for credit life by monthly contribution of Member protection scheme.
- e) That all the income (salary/business) to be channeled through the client's account in FOSA.
- f) That i will not default in my monthly share contributions
- g) That Recovery process will commence once the loan falls into arrears and i will bear all the penalty chargers and recovery expenditures.
- h) That i give the Sacco authourity to share my credit information with Credit Reference Bureau **(CRB)**
- i) That in case of Loan Top Up i am aware i will incur extra     **Months** Interest and     % Offsetting Commission

**8 CONFIRMATION BY EMPLOYER**

I confirm that the borrower is an Employee of .....and that the employment details given (PART 1, Pg 1) are true and as instructed i will deduct and pay monthly payments from employee's monthly salary .Also his/her salary will be channelled to QWETU SACCO until the loan is paid in Full, and hereby take notice of the assignment of all the final terminal dues excluding pensions .

**Employer Officer's Name**.....**Designation**.....

**Signature**.....**Date**.....

**Official stamp**



**Credit/Management Committee Comments**

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

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

Designation	Sign	Date
Chairman		
Secretary		
Member		

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