



**EMERGENCY LOAN & REPAYMENT AGREEMENT FORM**

\*Kindly read terms and conditions on page 4 of this form

**A. Applicants details**

**Membership no.**

**Application number**

**(Names as per national ID)**

**Payroll No**

Hereby apply for a loan of Kshs.  Repayable in  Monthly installments.

**B. The purpose(s) for which I require the loan is:**

**C. The securities that I offer for this loan other than my shares are:**

**D. Personal information:**

**Department**

**Tel Extension**

**Position**

**Years of service with the hospital**

**Terms of service (Permanent or Contract)**

**Position in society**

**Received by**

**Date**

I wish to be paid by

- |                                    |   |   |                                |
|------------------------------------|---|---|--------------------------------|
| <input type="checkbox"/> E.F.T     | <input type="checkbox"/> Cheque             | <input type="checkbox"/> Account holder     | <input type="checkbox"/> Mpesa |
| <input type="checkbox"/> Coop Bank | <input type="checkbox"/> Diamond Trust Bank | <input type="checkbox"/> Non Account holder |                                |

**E. Deduction authorization**

I hereby authorize the Chief Accountant to deduct from my salary the amount of the loan applied plus interest according to the repayment terms under which the loan is granted. Should I leave the hospital/School before completion of the repayment, I authorize the society to offset the outstanding amount against my deposits and the balance if any be recovered from my final dues.

<b>Applicants name</b>	<b>ID number</b>	<b>Signature</b>
<b>Payroll no.</b>	<b>Mobile number</b>	<b>Date</b>
<b>Bank</b>	<b>Branch</b>	<b>A/C Number</b>

I have read and understood that the rules applicable to this application are listed on page 4 and that the loan will only be granted in accordance with these rules.

**F. Consent to Credit Bureau Reference listing.**

I hereby authorize Utabibu SACCO Ltd to confirm my credit information in other financial institutions and also any registered Credit Reference Bureau before processing this loan and also during repayment. In the event of my account going into default, I consent to my name, transaction and default details to be forwarded to Credit Reference bureau for listing. I acknowledge that this information may be used by other institutions in assessing application for credit by me, and for occasional debt tracing and fraud prevention purposes.

<b>Name</b>	<b>ID</b>	<b>Signature</b>	<b>Date</b>

**G.Guarantee**

I/We, the undersigned, hereby jointly and severally accept liability for the repayment of the borrower’s loan in the event of default. I / We understand that the amount in default may be recovered by an offset against our deposits in the society or attachment of our salary two months after the date of such default, with or without written notice. I/We hereby authorize the society to recover the amount from our deposit in the society or salary and other benefits (as the society may in its absolute discretion elect).

<b>Applicants name</b>	<b>Payroll No.</b>	<b>Utabibu No.</b>

**Amount applied in words**

	Name	Mno.	PNO	ID No.	Signature	Deposits
1						
2						
3						
4						
5						
6						

**Guarantors posted by** .....

## H. Credit officer's appraisal (for official use only)

Basic Kshs.

House Allowance Kshs.

Gross salary Kshs.

Less: deductions Kshs.

Net Pay Kshs.

1/3 of basic Kshs.

Net after deductions Kshs.

Entitlement Kshs.

<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total shares</b>	<b>O/S Loan Balance</b>	<b>Net</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>No of loans outstanding</b>	<b>Loan1</b>	<b>Loan 2</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Loan 3</b>	<b>Loan 4</b>	<b>Loan 5</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Appraised by</b>	<b>Signature</b>	<b>Date</b>

## I. Accountant's Appraisal

<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Basic salary</b>	<b>Total deductions</b>	<b>Net salary</b>

Amount recommended  I certify that the application is not within  
the rules of the society   
if not say why

<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Name</b>	<b>Signature</b>	<b>Date</b>

## J. Credit Committee.

At the credit committee meeting held on  it was resolved that this application be:

Approved for Kshs.  Receivable in  Months

Rejected because

Chairman

Secretary

Member

Date

## K. Authority to prepare cheque

Subject to availability of sufficient funds, the accountant is hereby authorized to prepare payment for the amount we have approved.

Chief Accountant/CEO

Amount

Date

## L. Comments if any

### RULES & REGULATIONS

1. Loans are granted in accordance with the credit policy and lending conditions existing at the time of application:
2. Guarantors' loan repayment and deposits contribution must be up to date to qualify for loan guarantee.
3. New loans will be given subject to previous loan being regularly serviced.
4. Any member whose loan falls into arrears beyond 90 days shall be listed with the Credit Reference Bureau (CRB)
5. The funds for the loan approved will be issued net of referencing costs, funds transfer charges and loan balances being offset.
6. Repayment of loans disbursed before 15th are due the same month.
7. A member who has a non-performing loan with other institutions is not eligible for loan until he/she provides CRB clearance certificate.
8. The loan balance owed to the society will not at any time exceed three times the deposits held subject to the Society's set upper ceiling.
9. The interest rate on the loans is 1% per month on reducing balance up to a limit of KES 3 Million
10. If the loan(s) exceeds 3 Million the interest rate will be 1.167% per month on reducing balance.
11. In the event of default, the borrower will be liable for any costs incurred in collection of the loan balance and accumulated interest.
12. A member must have completed at least three calendar months and have a minimum shareholding as per the SACCO policy.
13. No 2nd Development loan will be given until the first one is repaid in full. A member is however eligible for other loans i.e.
  - a) **Emergency:** Via-death, sudden hospitalization or court fine.
  - b) **School fee:** Cheque to be in the name of the school or member's name.
  - c) **Refinancing loan:** Repayable in 48 months.
14. No member shall be allowed a loan of which total deduction will leave him/ her with a net salary that is less than 1/3 of the basic pay.
15. The loan must be guaranteed by at least three members and the deposits of the guarantors plus that of the loanee must be equal or more than loan applied for.
16. If a member's deposits exceed the loan, he/she can get a guaranteed loan equivalent to 90% of the difference between the accumulated shares and the total loans.
17. A copy of national ID or valid passport and one most recent pay slip must be attached to the loan application form.
18. No member may withdraw his/her deposits unless all the loans are paid and all loans guaranteed by him/her are cleared.
19. Default in the past monthly deposit contribution and loan repayment will cause rejection of this application.
20. Any alterations made on the loan application form shall automatically disqualify the application.