



# NGAO YETU SACCO

Mobile: 0703 754156

## LOAN APPLICATION FORM

### NORMAL

Normal Loan	<input type="checkbox"/>	Education	<input type="checkbox"/>	Smart Woman	<input type="checkbox"/>
Refinancing	<input type="checkbox"/>	Kilimo Loan	<input type="checkbox"/>	Restructure	<input type="checkbox"/>
Emergency Loan	<input type="checkbox"/>	Jiweza Business	<input type="checkbox"/>	Development Loan	<input type="checkbox"/>

Date: .....

### PART ONE: PERSONAL INFORMATION.

Name (attach I.D Photocopy) ..... Member no. ....

Address: ..... ID/No. ....

Email: ..... Telephone: ....

Present Bankers ..... Account No. ....

Branch ..... Position in Ngao Yetu Sacco .....

Nationality ..... Presbytery .....

Parish ..... Congregation .....

Cell No: .....

### PART TWO: PHYSICAL ADDRESS OF THE BUSINESS

Employer ..... Occupation .....

Type of Business ..... Business Location .....

Plot No. .... Opposite Business .....

Next Business .....

### REFEREES:

1. Name of contact person (Member of the Sacco) .....  
Telephone ..... Member No. ....
2. Name ..... Telephone .....  
Relationship ..... (**MUST BE A RELATIVE**)

### PART THREE: DETAILS OF LOAN APPLIED

Amount applied Kshs ..... (Amount in words) .....

Purpose of the loan .....

Repayment period in months .....

Amount per month including interest Kshs .....

Mandatory share contribution when paying loan not less than Kshs .....

### PART FOUR: SECURITY

- A. Self Guarantor
- Self shares with Ngao Yetu Sacco Kshs ..... (Amount in words) .....

## B. GUARANTORS

We the undersigned Guarantors do hereby accept jointly and severally liability for the repayment of the loan including interest and penalties in the event of borrowers default. We understand that incase of default the loan in default shall be recovered by an offset against our shares, and that we shall not be eligible for loan using our shares until the loan has been cleared in full.

1. Name ..... M/No: .....

Amount to Guarantee: (In Figures).....

(In Words) .....

Presbytery: ..... Tel No. ....

Signature .....

2. Name ..... M/No: .....

Amount to Guarantee: (In Figures).....

(In words) .....

Presbytery: ..... Tel No. ....

Signature .....

3. Name ..... M/No: .....

Amount to Guarantee: (In Figures).....

(In words) .....

Presbytery: ..... Tel No. ....

Signature .....

4. Name ..... M/No: .....

Amount to Guarantee: (In Figures).....

(In words) .....

Presbytery: ..... Tel No. ....

Signature .....

5. Name ..... M/No: .....

Amount to Guarantee: (In Figures).....

(In words) .....

Presbytery: ..... Tel No. ....

Signature .....

### **C. OTHER SECURITIES**

#### **1. Title Deed**

Parcel No. ....

Registered owner: ....

ID/No. ....

Acreage: ....

Locality: ....

Approximate Value: ....

#### **2. Motor Vehicle/Motorcycle:**

Registration NO. ....

Make: ....

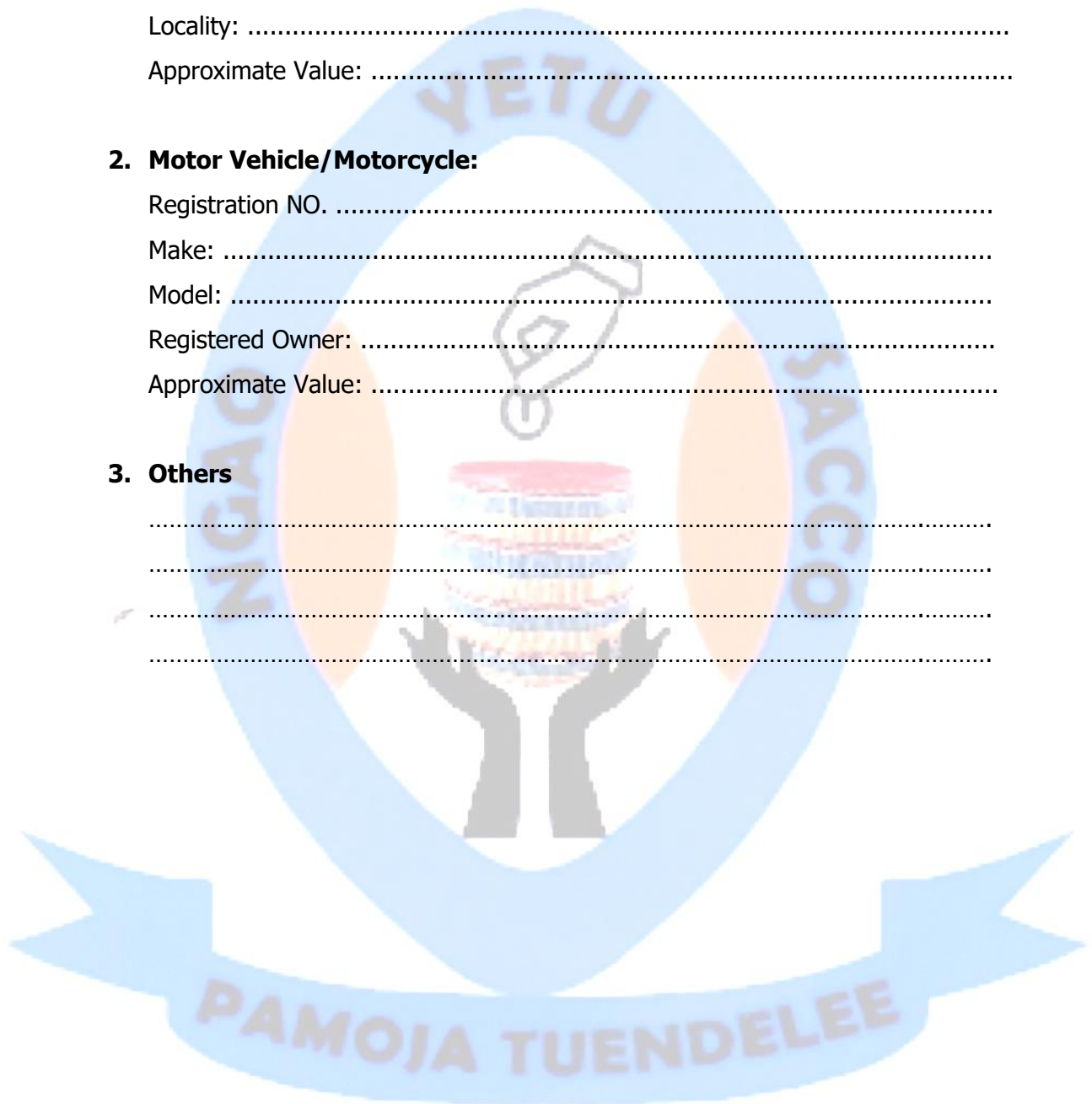
Model: ....

Registered Owner: ....

Approximate Value: ....

#### **3. Others**

.....  
.....  
.....  
.....



Presbytery:.....

Mno:.....

**NGAO YETU SACCO  
BUDGET PLANNER**

MONTHLY INCOME	AMOUNT (KSHS)
Salary	
Pension	
Farming	
Business	
Rental Income	
Other Income	
<b>TOTAL MONTHLY INCOME(A)</b>	

MONTHLY EXPENSES	
Rental Expenses	
Sacco Payments(Contributions& Loans)	
Other Loan Repayments	
Motor Vehicle Expenses	
Transport Costs/Fuel	
Utilities (Water and Electricity)	
Insurance Premiums	
School /University Fees	
Groceries	
House Workers	
Telephone	
Other Personal/Household	
Budgeted Savings	
Entertainment	
Other expenses	
<b>TOTAL MONTHLY EXPENSES(B)</b>	

**MONTHLY SURPLUS/DEFICIT(A-B)**

## **DECLARATION.**

I hereby declare that all information given by me is true and complete.

I understand that this will go through a vetting process.

## **D. SPECIAL CONDITIONS FOR LOAN ACQUISITION.**

1. Members must have been at least 4 months old in the society to qualify.
2. Any member who boosts shares by bulk deposits must wait for two calendar months before one qualifies for consideration.
3. Any member, who clears loan by wholesome cash and not by normal monthly payment, must wait for one month before qualifying for consideration.
4. All securities must be charged and costs so incurred are the responsibility of the applicant. Also security based on company shares must be transferred to Ngao Yetu Sacco.
5. Loan application will be considered by credit committee of Ngao Yetu Sacco as they are received in office on first-come first served basis.
6. Normal loans are payable in periods between 12 and 48 months.
7. Lending rates in force may vary from time to time depending on market forces.
8. Members shall have only one loan of each category under specified terms and conditions.
9. For any security other than cash, loan consideration will not be more than 60% of the value of all the securities offered. Spouses (husband or wife) are generally not guarantors to each other.
10. Defaults rate charge will be 5% or Kshs. 300 whichever is higher.
11. Loanees will be charged 1% interest on disbursement of their loans payable upfront and deducted from the loan.
12. Ngao Yetu Sacco reserves the right to offset loan arrears from any of the loanees/guarantors shares without any communication and without seeking any authority.
13. The applicant should inform Ngao Yetu Sacco incase of change of physical address.
14. The Borrower expressly consent and allows the Lender to forward personal data and full file to a licensed Credit Reference Bureau.
15. In the event that the amount I qualify for is less than the amount requested.
  - ☐ I instruct the SACCO to contact me before crediting my Account.
  - ☐ I authorize the SACCO to disburse the approved amount without reference to me.



**DECLARATION AND ACCEPTANCE:**

I, ..... ID/No. ....  
having read and understood the above terms and conditions do hereby accept and abide by all these terms and conditions.

Loan Applicant Signature ..... Date: .....

**PART FIVE: MANDATORY APPRAISAL BY OFFICE**

1. Date of registration ..... Total Shares Kshs .....
2. Date of previous loan with balance and amount .....
3. Any type of loan with balance and amount .....
4. Number of loans advanced before this application Kshs .....
5. Cumulative amount loaned before this application Kshs .....

Comment: This application may be accepted/rejected because .....  
.....

Captured by: Name: ..... Signature .....

**PART SIX: APPRAISAL BY CREDIT COMMITTEE**

The credit committee members examined this application and decided the following:-

1. Loan approved Kshs ..... recovered in ..... Months at the rate of Kshs ..... per month.
2. Loan deferred/rejected because of the following reasons:-  
.....  
.....

Signed: .....  
CHAIRMAN MEMBER MEMBER

**PART SEVEN: AUTHORIZATION BY MANAGEMENT.**

Signed: .....  
CHAIRMAN SECRETARY TREASURER



# NGAO YETU SACCO

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## OFFER AND ACCEPTANCE CONDITIONS.

- Amount approved Kshs ..... (in words) .....
- Repayment period (months) .....  
as from dd/mm/yy .....
- Interest will be charged at ..... p.a. whose total commitment  
will be Kshs ..... (in words) .....
- Monthly repayment Kshs ..... (in words) .....
- Monthly share contribution Not less than Kshs. ....
- An interest on disbursement of ..... % or minimum Kshs. 500/= of the  
facility amount shall be recovered by the SACCO at the time of disbursement of the loan.
- Insurance will be charged at .....% or a minimum of Kshs. 100/= upfront  
deducted from the loan at the time of disbursement.
- Loan Amount Kshs.....
- Interest on disbursement Kshs.....
- Insurance Kshs.....
- Outstanding Loan (if any) Kshs.....
- Net Amount Kshs.....
- Failure to pay monthly installments will attract a penalty of 5% or Kshs. 300 whichever is  
higher per month.
- The Borrower expressly consent and allows the Lender to forward personal data and full  
file to a licensed Credit Reference Bureau.
- NGAO YETU SACCO will uphold the following as your securities.

### 1. GUARANTORS

	NAME OF GUARANTOR/DESCRIPTION PROPERTY	MEMBER NO.	AMOUNT GUARANTEED
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
	<b>TOTAL AMOUNT</b>		

## 2. OTHER SECURITIES

	DOCUMENT DETAILS	AMOUNT CHARGED

### **MODE OF LOAN DISBURSEMENT.**

- Mpesa ☐  
(If amount is not exceeding Kshs. 70,000 or as per Safaricom tariff)  
Tel No.: .....
- Bank.....  
Account Name: .....  
A/C No. ....  
Branch: .....
- Savings Account ☐
- Cheque Book ☐

By signing this letter of Acceptance, it will mean that you have acknowledged to the Sacco that you have understood and accepted the terms and Conditions governing the loan.

I, the borrower, confirm that the terms and Conditions are acceptable to me.

.....  
CUSTOMER'S SIGNATURE

.....  
DATE

### **AUTHORIZED BY:**

Name:

Signature: ..... Date: .....