



SOMA COOPERATIVE SAVINGS AND CREDIT SOCIETY LTD

P. O. BOX 40038 - 80100, MOMBASA

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MOMBASA * KILIFI * KWALE * TAITA TAVETA * TANA RIVER

LOAN APPLICATION AND LOAN AGREEMENT/CONTRACT FORM

LOAN NO. _____

A. PERSONAL INFORMATION

1. Member's Name: _____
2. Member's ID. No. _____ Payroll No. _____ Membership No. _____
3. Member's Address _____
4. Employer/Business Full Names & Mailing Address _____
5. Department _____ Position in Employment _____
6. Basic Salary per month in Kshs. _____ Present Net Income per month in Kshs. _____

B. BANKING INFORMATION

1. Your Bank _____ Branch _____
2. Account Number _____ Mobile No. _____

C. POSITION IN SOCIETY –

COMMITTEE/MEMBER/OFFICER/EMPLOYER/OTHER

D. LOAN APPLICATION AND REPAYMENT AGREEMENT

I _____ hereby apply for a loan of Kshs. _____

(Amount in words)

Being Normal/Loan Repurchase/Top up/Education/Emergency/School Fees/Instant/Leave or Maternity to be repaid for a period of _____ months in the installments of Kshs. _____ each month commencing on _____

I pledge to abide by the Sacco or Co-operative By-laws and the Loan Policy. I further pledge that I shall not stop my deduction for the repayment on this loan nor withdrawn from membership until the loan is paid in full. Should I be sacked, fired, dismissed or retired before completion of repayment, I hereby authorize the loan balance, interest and fines to be deducted from my Terminal benefits from my Employer and from Deposits in the Society owned by me.

Applicants Signature----- Date-----

NB: A copy of both the ID card and Pay Slip must be attached.

E. SECURITY WHICH I OFFER FOR THE LOAN IS

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

NOTE: Security includes collateral owned by the loan applicant (Movables/Immovable).

F. DECLARATION/SURERITY

I hereby declare/ assure 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 any liabilities. I hereby further authorize the necessary deductions including (13%) interest on, my Loan Balance from my salary/wages, Bank Account or Employer as a repayment of this loan. I declare that I am not indebted to anybody or to my Employer or to other Credit Society, Bank or Loan Agency (EXCEPT AS LISTED HEREIN) either as borrower or endorser.

APPLICANT'S SIGNATURE.....DATE.....

WITNESS NAME..... DATE..... SIGN.....

WITNESS TELEPHONE..... WITNESS PAYROLL.....

G. REPAYMENT GUARANTEE

I/We the undersigned UNDERSTAND the responsibility and trust given to the borrower by the lender. I/We also understand that failure by the Loaned to service the Loan as agreed shall result to attachment of my/ our Pay Slip individually and severally to service the loan balance. I/We understand that the loan amount in default may also be recovered from our Shares, Savings and Deposits in the Society. I/We shall not be eligible for loans unless the amount in default has been paid in full. In case of collaboration between the Employer or the Employer's Agent and the Loaned to stop deductions I/We shall undertake to advice the Society/Sacco Management. We also understand that violation of the loaning policy or intention to defraud the society will lead to a fine not less than Kshs. 20,000(Twenty Thousand Shillings) or suspension from the Society or both fines and prosecution.

H. GUARANTORSHIP AGREEMENT / CONTRACT

NO.	NAME	SHARES KSHS.	SAVINGS KSHS.	OLD LOAN BALANCE KSHS.	AMOUNT TO GUARANTEE KSHS.	NEW LOAN KSHS.	SIGNATURE
1							

(Amount in words)

2							
---	--	--	--	--	--	--	--

(Amount in words)

3							
---	--	--	--	--	--	--	--

(Amount in words)

4							
---	--	--	--	--	--	--	--

(Amount in words)

5							
---	--	--	--	--	--	--	--

(Amount in words)

6							
---	--	--	--	--	--	--	--

(Amount in words)

I. MEMBER'S PERSONAL ACCOUNT STATUS COMMENTS (To be filled by the Book Keeper)

Deposits in Kshs. x 3 = Kshs.

Minus Loan Balance Kshs.....Minus Guaranteed Kshs.

Gross Pay Kshs. Minus Loan Applied Kshs.....

Result must be more than 1/3rd of the Basic Salary. In case of self-employed attach bank statement or pay advice.

COMMENTS BY BOOKKEEPER.....

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

J. QUALIFICATION

A Member must have completed at least Six Months continuous membership and contributes not less than 12,000 in deposits. The total by the Society shall not exceed three times the member's deposits (Held by the member). Emergency and the School Fees Loans will only be granted within maximum repayment period of (12) months. School fees shall be

discharged to the school. The maximum repayment period for loans will be as per loan policy unless STATED otherwise through an Indemnity Form. No Member will be permitted to suffer total deductions which will cause the Net Salary to fall below one third ($1/3^{\text{RD}}$) of the Basic Salary. (Basic Salary excludes House Allowance, overtime, acting allowance and any other earnings (EMOLUMENTS/ALLOWANCES))

K. COMMENTS BY THE EMPLOYER/MANAGERS

The Applicant is employed by.....
COUNTY..... Subject to the AGM resolutions, rules and Loan Policy of the Society. I support the application and will inform the Society should be loaned be laid off, interdicted, transferred or discharged from the Company. I shall not collaborate with the Loaned to stop deductions of this loan and agree that this loan takes first preference even if the applicant owes the Employer or Agent of the Employer provided that this LOAN was the FIRST COMMITMENT of the Employee. Otherwise this application should be deferred in the case of indicators of the applicant of the employer. Please, Tick one option;

Recommended ☐

Not Recommended

☐

L. RECOMMENDED / NOT RECOMMENDED BY:

EMPLOYER'S/PROPRIATOR NAME (S).....

MANAGER/AGENT OR OFFICER IN CHARGE NAME (S).....

Signature Position in Employment

AddressOFFICIAL Rubber Stamp

M. FOR OFFICIAL USE ONLY (CREDIT COMMITTEE COMMENTS):

Loan approved/ Not approved Kshs..... Recoverable in
..... Installments of an interest rate of 13% per month on
reducing balance.

REASONS FOR DIFFERED LOAN:

1. Incomplete information or lack of supporting documents.

2. Timeliness.
3. Renegotiate loan term or purpose.
4. Inadequate funds to meet loan demand.

REASONS FOR LOANS REJECTION:

1. Inability to repay or bad repayment history.
2. Loan not in proportion to savings.
3. If your net income is below 1/3 of the basic salary
4. Clear outstanding loan.
5. Excessive loan frequency.
6. Lack of proper guarantors or security.
7. In eligible purpose.

Management/Credit Committee Minute No. Date

Chairman's Signature Date.....

Member's Signature Date



My Savings My Sacco My Development