



STAKE KENYA SACCO SOCIETY LTD

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REG No.....

LOAN APPLICATION FORM

PART 1-INSTRUCTIONS

(Applicants must read the following requirements and instructions before completing this loan form.)

- The application must be made in original form.
- The applicant must fill the loan application in full and any incomplete form will be returned unconsidered.
- Loans are granted in accordance with the loan policy basic requirements.
- The total loans granted shall not exceed four times a member's share and repayable for a period not exceeding **Six years** but subject to the maximum of 5% of the society's core capital and its liquidity (Members should confirm lending rate in force as it is likely to vary from time to time)
- No member will be allowed to suffer total deductions including loan repayment in excess of two thirds of his/her basic salary where basic pay excludes rental house allowance and other allowances when one applies for Bosa Loans and in excess of 2/3 of the net pay in case of Fosa loans.
- Guarantors who must be members of the society shall not guarantee more than ten normal loans.
- The amount applied for should be equal to or less than the loanee plus guarantors' shares.
- The applicant is required to attach one original current pay slip (not more than one month old to the date of application) and a copy of original ID showing both sides.
- The member must be at least 6 months old in the society and should have saved at least Ksh. 12,000/=
- The society's minimum share contribution per month is Ksh.2000.00.
- Loans are considered by the credit committee on "first come first served."
- A part from Development loan that shall be repayable within a maximum of 72 months, all other loans shall be repayable within a maximum of 12 months.
- A member will not be considered for loan if his/her employer is not remitting his/her contributions to the society.
- The loans will **ONLY** be disbursed when T – PAY is open.

PART II - TO BE COMPLETED BY THE APPLICANT.

DEVELOPMENT LOAN	<input type="checkbox"/>	EMERGENCY LOAN	<input type="checkbox"/>	SCHOOL FEES LOAN	<input type="checkbox"/>
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- Application for loan in the month of.....20.....
- Names (in full).....
- ID No.Telephone No.....
- Present Address.....
- Institution/Department School.....County.....
- Member No.....TSC/P.No.....
- Employer and Address.....
- Position in the Employment.....
- Terms of Employment.....(Specify if Temporary, Permanent & Pensionable, Contact)
- Nationality.....Age.....
- Position in the society(BOD Member, Delegate, Member of Staff, Member)
- Amount of Loan applied for Ksh.(Words).....
- Repayment period in months.....
- Purpose of the loan.....
- Amount of outstanding ksh.
- I further pledge my future earnings as additional source of income and security for the loans so approved.
 I authorized you to: **(Please TICK whichever is Applicable)**
 - Reduce/Increase my shares contribution to.....
 - Retain the same contribution

PART III - LOAN APPLICATION DECLARATION.

I hereby authorize the necessary deduction to be made from my salary as repayment of the loan. Hence, declare that the foregoing particulars are true to the best of my knowledge and belief. I agree to a bid by the by-laws of the society, loan policy provision and any variations by the credit committee/Board of Directors of the society in totality.

I hereby declare that I have Read, Understood and complied with all lending requirements as contained in the loan application form.

Signature ID No
 (Loanee) M. No.
 Tel. No.

PART IV - CONSENT TO CREDIT REFERENCE BUREAU REFERENCING LISTING.

I ID No..... Confirm that I have authorized Stake Kenya Savings & Credit Co-operative Society Ltd to Share my Credit information and access my Credit Profile from Credit Reference Bureau.
 Name:Signature Date

PART V -TO BE COMPLETED BY THE GUARANTORS.

Amount of loan guaranteed Ksh in words
 (Note: Amount guaranteed must be equal to amount applied for)

In consideration of granting the above loan or fewer amounts that may be approved, we the undersigned, accept jointly and severally liable for the repayment of the loan approved in event of the borrower’s default. We understand that the amount in default may be recovered by offset against our Deposits in the society or by attachment of our property or salary, and that we shall not be eligible for a loan unless the borrower’s loan in default has been cleared n full.

No.	Name	TSC/PE No.	M/MO	ID No.	Amount	Signature	Cell Phone
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

The above guarantors accept the starred (*) if applicable are members and have not guaranteed more than ten normal loans.

PART V – SECTORAL LENDING LOAN CODES

MAIN SECTOR	SUB-SECTOR -LEVEL 1	SUB SECTOR - LEVEL 2
<input type="checkbox"/> 1000– AGRICULTURE	<input type="checkbox"/> 1100 - Crop Farming	<input type="checkbox"/> 1110 - Tea Farming <input type="checkbox"/> 1120 - Coffee Farming <input type="checkbox"/> 1130 - Sugarcane Farming <input type="checkbox"/> 1140 - Other Cash crop farming ie. Cotton, Sisal etc <input type="checkbox"/> 1150 - Rice Farming <input type="checkbox"/> 1160 - Cereal Farming i.e Maize, Wheat, Sorghum <input type="checkbox"/> 1170 - Legumes Farming i.e. Beans, Peas French beans <input type="checkbox"/> 1180 - Horticulture crops i.e. Vegetables, fruits etc <input type="checkbox"/> 1190 -Roots and tuber ie. Irish Potatoes, Sweet Potatoes, cassava, Yams
	<input type="checkbox"/> 1200 - Animal Production	<input type="checkbox"/> 1210 - Dairy farming <input type="checkbox"/> 1220 - Beef Production <input type="checkbox"/> 1230 - Poultry farming <input type="checkbox"/> 1240 - Bee Keeping <input type="checkbox"/> 1250 - Rabbit Keeping <input type="checkbox"/> 1260 - Sheep and Goat Rearing <input type="checkbox"/> 1270 - Pig Farming <input type="checkbox"/> 1280 - Others animal Production activities
	<input type="checkbox"/> 1300 - Agriculture supporting activities	<input type="checkbox"/> 1310 - Agriculture machinery ie. Trucks, Tractor, other farm tools <input type="checkbox"/> 1320 - Water, Irrigation and supporting activities <input type="checkbox"/> 1330 - Veterinary and related services
	<input type="checkbox"/> 1400 - Agribusiness	<input type="checkbox"/> 1410 - Agriculture Equipment and accessories <input type="checkbox"/> 1420 - Dealers in agro-chemicals, seeds and other farm inputs <input type="checkbox"/> 1430 - Distribution of farm produce
	<input type="checkbox"/> 1500 - Forestry and Logging	<input type="checkbox"/> 1510 - Agro-forestry
<input type="checkbox"/> 2000 - TRADE	<input type="checkbox"/> 2100- Wholesale & Retail	<input type="checkbox"/> 2110– Wholesale <input type="checkbox"/> 2120– Retail
	<input type="checkbox"/> 2200– Transport	<input type="checkbox"/> 2210– Public service transport <input type="checkbox"/> 2220– Purchase of Motor vehicle Accessories ie. Spares <input type="checkbox"/> 2230 - Transportation of Goods
	<input type="checkbox"/> 2300– Hospitality	<input type="checkbox"/> 2310 - Accommodation, Restaurant, Conference facilities, Events Planning, Outside catering etc <input type="checkbox"/> 2320 - Schools and Kindergarten <input type="checkbox"/> 2330 - Medical Clinics & Equipments
	<input type="checkbox"/> 2400 - Foreign trade	<input type="checkbox"/> 2410 - Import <input type="checkbox"/> 2420 - Export
<input type="checkbox"/> 3000 MANUFACTURING AND SERVICING INDUSTRIES	<input type="checkbox"/> 3100 - Cottage industry	<input type="checkbox"/> 3110 - Jua Kali Industry <input type="checkbox"/> 3120 - Small Scale Agriculture Produce Processing <input type="checkbox"/> 3130 - Dress making Industry <input type="checkbox"/> 3140 - Leather tanning industry <input type="checkbox"/> 3150 - Carving and handcrafts industry
	<input type="checkbox"/> 3200 - Servicing Industry	<input type="checkbox"/> 3210 - Motor vehicle repairs <input type="checkbox"/> 3220 - Professional firms ie. Law firms, Audit, Salon & Barber Shop <input type="checkbox"/> 3230 - Working capital for Institutions, ie. Church, Schools <input type="checkbox"/> 3240 - Promotion of local tourism
	<input type="checkbox"/> 3300 - Information Communication Technology	<input type="checkbox"/> 3310 - Computer services & Internet <input type="checkbox"/> 3320 - Computer Hardware & Software <input type="checkbox"/> 3330 - Telecommunication equipments
<input type="checkbox"/> 4000 - EDUCATION	<input type="checkbox"/> 4100 - Education and Related services	<input type="checkbox"/> 4110 - School fees for primary & secondary school including shopping and accommodation <input type="checkbox"/> 4120 - College fees, University, training & seminar <input type="checkbox"/> 4130 - Research and scientific activities.
<input type="checkbox"/> 5000 - HUMAN HEALTH	<input type="checkbox"/> 5100 - Human Health & Related services	<input type="checkbox"/> 5110 - Medical bills, Purchase of medicine <input type="checkbox"/> 5120 - Maternity bills and expenses
6000 - LAND & HOUSING	<input type="checkbox"/> 6100 - Land	<input type="checkbox"/> 6110 - Purchase of Land <input type="checkbox"/> 6120 - Land purchase services ie. Survey
	<input type="checkbox"/> 6200 - Housing	<input type="checkbox"/> 6210 - Construction of multiple residential building <input type="checkbox"/> 6220 - Construction of commercial buildings <input type="checkbox"/> 6230 - Construction of single residential dwellings units <input type="checkbox"/> 6240 - Renovation of buildings
<input type="checkbox"/> 7000 - FINANCE, INVESTMENTS AND INSURANCE	<input type="checkbox"/> 7100 - Microfinance	<input type="checkbox"/> 7110 - Payment of Microfinance loans
	<input type="checkbox"/> 7200 - Commercial Banks	<input type="checkbox"/> 7210 - Payment of commercial bank loans
	<input type="checkbox"/> 7300 - Mortgage finance	<input type="checkbox"/> 7310 - Purchase of residential property/payment to mortgage loans in other financial institutions
	<input type="checkbox"/> 7400 - Insurance	<input type="checkbox"/> 7410 - Payment of insurance policy
	<input type="checkbox"/> 7500 - Investment	<input type="checkbox"/> 7510 - Buying of Sacco Shares <input type="checkbox"/> 7520 - Purchase quoted shares, unquoted shares, Treasury bills & Bonds, Commercial paper, unit trust etc
<input type="checkbox"/> 8000 - CONSUMPTION AND SOCIAL ACTIVITIES	<input type="checkbox"/> 8100 - Utility	<input type="checkbox"/> 8110 - Expenses incurred relating to car and electronic Repairs, Bills like Electricity, sewer, Water etc
	<input type="checkbox"/> 8200 - Consumer Staples	<input type="checkbox"/> 8210 - House hold necessity like food, beverages, & basic household products
	<input type="checkbox"/> 8300 - Consumer durables	<input type="checkbox"/> 8310 - Goods that do not wear out quickly, i.e. automobiles, (car), Books, Household goods, (Home appliances, electronic, furniture's etc)
	<input type="checkbox"/> 8400 - Social and Communal expenses	<input type="checkbox"/> 8410 - Burial Expenses, wedding expenses, rite of passage expenses etc

PART VII – LOAN APPRAISAL (For Official Use Only)

1. LOANS DEPARTMENT

- a) Maximum loan by shares (x4).....
- b) Maximum loan by salary (1/3 Rule).....
- c) Total loan guaranteed.....
- d) This application should be accepted/reject for Kshin words
.....
- e) Repayable in months.
- f) Appraisal Comments
Names Signature Date.....

2. LOANS DEPARTMENT COMMENT

Comment by Credit officer.....
NamesSignature Date

3. CREDIT COMMITTEE / C.E.O

A. C.E.O’S APPROVAL

Comment by Manager.....
NamesSignature Date

B. CREDIT COMMITTEE

We have examined the following application in conjunction with the above recommendations and have decided as follows.

- a) Loan approved is Kshs..... Recoverable in Months
- b) Loan is differed/rejected for the following reasons.....

Date Credit committee Minute No
Signature of Chairman
First Member
Second Member

4. FINANCE DEPARTMENT

Disbursed amount cash or cheque

- a. Cash P.V No.....Ksh..... Date
- b. Cheque No.....Ksh.....Date.....
- c. EFT NO.....Ksh.....Date.....
- d. RTGS.....Ksh.....Date.....

5. INTERNAL AUDIT DEPARTMENT

Comment by Internal auditor.....
NamesSignature Date

6. REGISTRY DEPARTMENT

File No:
Comment by registry officer.....

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SOCIETY LTD**

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