



KARUSCO SACCO SOCIETY LTD

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MEMBERS ADVANCE APPLICATION FORM

Requirements

- Two latest **certified** original pay slips (by employer)
- Copy of your National I/D Card or Passport
- Copy of letter of Contract/temporary appointment for those on contract /temporary appointment

A. APPLICANT'S PERSONAL DETAILS

Full name

Identity Card No..... Mobile No.....

Sacco Account Member No..... Payroll No

KRA PIN.....

B. EMPLOYMENT DETAILS

Employer

Nature of Employment Permanent Contract Temporary

Self- Employment

If Contact/Temporary for what period. From.....to.....

C. PHYSICAL ADDRESS

EstateHouse No..... Road/Street

Next of kin Relationship

D. 1. TYPE LOAN REQUESTED FOR (*tick as appropriate*)

- Salary Advance Loan (New Loan)
- Top Up Salary Advance (Top up should be a total of new loan and loan balance)

Loan purpose:

Agriculture Trade Education Human Health

Land and Housing Consumption and Social Services

D. 2. AMOUNT REQUESTED

Amount of loan applied in figures **Kshs**.....

Amount in words

.....

1) Present Salary: -

- a) Basic Pay Kshs.....
- b) Gross Pay Kshs.....
- c) Less Deductions Kshs.....
- d) Net Pay Kshs.....
- e) One third of basic.....
- f) Available to service salary advance (d-e)

Loan period (*Proposed*)month(s) (*The Sacco has the right to adjust the period where deemed appropriate*)

E. POSITION IN THE SOCIETY:

- Member
- Committee Member
- Employee

F. RULES APPLICABLE TO THIS APPLICATION

I understand that the rules applicable to this application are listed below and that the loan will only be granted in accordance with these rules.

- 1) The advance is payable within one month, three months and six months
- 2) The interest for the advance is charged at 6% for one month, 7% for three months and 8% for six months computed at a flat rate
- 3) A member must have completed at least six calendar months since joining the Sacco
- 4) The member must be active for the last six consecutive months prior to loan application.
- 5) This loan will attract a prescribed loan processing fee as per the approved SACCO Credit Policy
- 6) **Processing fee of Kshs. 100.00 shall be charged on the loan applied.**

G. REPAYMENT GUARANTEE

We the undersigned acting as guarantors for the requested loan on page **D (1)** of this Agreement understand and agree jointly and severally, that all shares commission/dividends and deposits with KARUSCO Co-operative Savings and Credit Society Ltd owned by us are hereby pledged as Security for the said Loan or such part of it as may be granted inclusive of accrued charges.

In the case of default in repayment by the loanee, the society is hereby authorized to deduct any balance charges and costs appertaining to the aforementioned loan from the securities hereby pledged or to cause deductions to be made from our salaries in respect of such default. The liability of the loanee and guarantors is personal and shall extend beyond the deposits held by each of us in the Sacco in case of default. We further understand that we shall not be eligible for loans at the time the repayment of the loan is in default.

NOTE:

- **Minimum number of guarantors is three**
- **Salary Advance for one month do not require guarantors**

No	PF No	Name	ID No	Contact	Deposit balance	Outstanding Loans	Guarantee	Sign
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
TOTAL GUARANTEED								

H. DECLARATION BY THE BORROWER

I agree to abide by the by laws of the society, the loan policy and any variations made by the management committee in respect this application. I undertake to fully repay the loan applied for with interest thereon on the due dates agreed upon with the society. I hereby authorize the employer to deduct from my salary the amount of loan granted as per terms stipulated in F above. Should I leave the services before completion of repayment, I hereby authorize the society to deduct from my account the deposits, any terminal benefits or other funds pledged as securities for the loan without any hindrance from me or anyone else to recover any amount of the loan that I will have failed to pay.

Yours faithfully,

Name..... Signature Date.....

I. CONSENT TO CREDIT REFERENCE BUREAU LISTING.

I.....
ID.....confirm that I have authorized KARUSCO Sacco to share my credit information, and to access my Credit Profile from Credit Reference Bureau.

Signature.....Date...../...../.....

J. CONFIRMATION BY THE EMPLOYER (if not an employee of Karatina university)

The applicant is employed byof (Address)
..... and is subject to the authority given above by
the said employee. I will deduct from his/her benefits all loan balances due as advised by
KARUSCO Co-operative Savings and Credit Society Ltd, from the employee's terminal
benefits.

Signed on behalf of employer,

Name..... Position.....

Signature..... Rubber stamp

SALARY ADVANCE

K. FOR OFFICIAL USE ONLY

(i) Amount of loan applied **Kshs.**

Security: a) Self / Own Deposits Kshs.

Additional:

b) Guarantors Kshs.

c) Other Kshs.

Total Kshs _____

(ii) Amount available to service salary advance (D.1, (f)

(iii) Outstanding liabilities Loans:

a. Development Loan Kshs

b. Emergency Loans Kshs

c. School fees loan Kshs

d. Salary Advance Loan.....

Total Kshs

(iv) Amount Recommended /Not Recommended

1) Amount recommended Kshs..... (Amount in words)

.....

repayable in..... Months, with instalments of Kshs per month.

2) In case application of amount applied is **not recommended**; due to the following reasons.....

.....

.....

Account Clerk's SignatureDate.....

Treasurer's SignatureDate.....

L. CREDIT COMMITTEE EVALUATION (upon application)

1) Amount recommended Kshs..... (Amount In words).....

.....

.....repayable in..... Months, with instalments of Kshs.....per month.

2) In case application is **rejected/ differed/ reduced** due to; the following reasons

.....

.....

Name..... Signature Date.....

M. CREDIT COMMITTEE EVALUATION AT A MEETING

We have today examined the above application in conjunction with the above remarks and decided as follows:

- 1) Salary Advance Approved Kshs.....
 In words.....
 Recoverable in.....instalments at Kshs..... per month

2) **Deferred/Rejected** for the following reasons:

- (i) Incomplete information or lack of supporting document.
- (ii) Inability to repay or bad repayment history
- (iii) Inadequate and/or unacceptable security
- (iv) Inadequate funds for disbursement
- (v) Illegibility of member's borrowing capability

SIGNED MINUTE NO

N. DISBURSEMENT

Cheque No. Loan Amount **Kshs**..... Processing fee **Kshs**.....
Cheque Amount Disbursed **Kshs**.....

Date issued

Name: **Signature**

