



### HAZINA SACCO SOCIETY LTD.

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### LOAN APPLICATION & AGREEMENT FORM

(Revised 2021)

LOAN REGISTRATION NO.....

DATE.....

#### A. REQUIREMENTS AND INSTRUCTIONS (Applicants **must** read the following before completing this form)

1. Applicants are required to be familiar with the Society's current Credit Policy.
2. The applicant **must ensure parts B - H** are filled in full. Incomplete forms will be returned unconsidered.
3. The applicant is required to attach 2 months **original current pay-slip** (not more than two months old to the date of application) and **a copy of National ID card** for every loan application. Original **Log book, Title Deed & Fixed Deposit/Share deposit statement, KRA PIN, 6 months bank statement where applicable**.
4. All loans are processed as they are received.
5. All loans shall be **disbursed through FOSA Accounts**. To enable the Society Transfer your funds to your Bank account, indicate your Bank Account Number, Name of Bank and Branch under **section F**.
6. **In case your Loan is not recovered through the Payroll, please ensure that it's paid by CASH, PAYBILL (850436) promptly to avoid Interest in arrears, penalty and DEFAULT.**
7. For Non check-off members, initiate standing order instructions ahead of disbursement.
8. For Private members and members who are on contract/temporary employment terms, attach guarantor consent form to the loan application form.

#### B. PERSONAL INFORMATION

1. Member's Full Name .....
2. Member's Current Address.....
3. Member's Home Details: Address..... County .....
- Sub-county..... Location..... Village.....
- Physical location (town/estate/street).....
4. Personal/Employment No..... Membership/No. .....
5. Mobile No..... Office Tel. No..... Email.....
6. Employer/Ministry..... Work Station.....
7. Employer's mailing address.....
8. Terms of Employment -  Permanent & Pensionable  Contract  Temporary  Other .....  
(If Contract or Temporary attach copy of appointment letter)
9. **For Private Members/Self Employed:** Business Name /Nature of business (where applicable)  
..... Location.....
10. Age ..... ID No..... KRA PIN.....

**C. TYPE OF LOAN (Tick as appropriate)**

BOSA LOANS	Max 84 Months	Max 72 Months	Max 36 Months	Max 24 Months	Max 12 months			
	SUPER LOAN	NORMAL /TOP-UP	DARAJA LOAN	JIBU LOAN	SCHOOL FEES	COLLEGE FEES	EMERGENCY/ TOP-UP	TECH LOAN

FOSA LOANS	Max 48 Months	Max 24 Months	Max 12 Months
	KARIBU LOAN	HSF SPECIAL ADVANCE	HSF OKOA

**NOTE: All loans interest rate is on reducing balance.**

**D. LOAN AMOUNT**

I (Full Name) ..... hereby apply for a loan of  
Kshs..... (Amount in Words) ..... for a period  
of.....months to be paid in installments of Kshs..... each month commencing immediately.

**E. PURPOSE(S) FOR WHICH LOAN IS APPLIED (Please Tick where appropriate)**

Restructured loans	Agriculture	Trade	Manufacturing	Education	Human Health	Land & Housing	Finance, Invest & Insurance	Consumption & Social Act
	Crop Farming	Wholesale & Retail	Cottage Industry	Loan For education	Medical expenses	Loan to buy Land	To clear a micro finance loan	Loan to buy utilities
	Animal Production	Transport	Servicing Industry			Building a house	Loan to clear Bank loan	Loan to buy consumables
	Agriculture supporting activity	Hospitality	Information Communication Technology				Loan to buy a house	To buy consumer durables
	Agri- business	Foreign Trade					Loan to buy Insurance	
	Forestry &Logging						Investment	

**F. FOR FUNDS TRANSFER FROM FOSA.**

(i) **EFT/RTGS**

Account Name. .... Account No

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Bank Name.....Branch.....

(ii) **Cheque**  Account Name. ....

**G. APPLICANT'S DECLARATION (for Groups/Corporates - please sign as per your constitution)**

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief and agree to abide by the By-laws of the Society, the Credit Policy and variations by the Credit Committee, I also consent to the Society checking, engaging and filing all the information with the Credit Reference Bureau (CRB) and Debt Collection in respect of section D above. The security that I offer for the loan is my salary, shares/deposits, guarantor's shares/ deposits, acceptable collateral and any other benefits due to me from my employer, from the Society (e.g. Dividends, Bonuses etc.). I authorize the necessary deductions, including interest at the current rate be made from my salary as repayment for this loan. (Signature 2 & 3 are applicable for group & corporate)

**SIGNATURE (1)..... DATE.....**

**SIGNATURE (2)..... DATE.....**

**SIGNATURE (3)..... DATE.....**

**WITNESSED BY (NAME) ..... MEMBER No. .....**

**MOBILE ..... ADDRESS..... PERSONAL No.....**

**SIGNATURE..... ID/No..... Date.....**

**H. REPAYMENT GUARANTEE (To be completed by the guarantors who must be members of the Society)**

We, the undersigned, hereby accept jointly and severally for the repayment of the loan balance, loan interest and any other cost pertaining to the aforementioned loan of Kshs..... (amount in words:.....) in the event of the borrower's default. We understand that the amount in default may be recovered by an offset against our savings/deposits in the Society and/or by attachment of our property, salary and any other benefits due to us from the Society (e.g. Dividends, Bonuses etc.) and that we shall not be eligible for loan(s) unless the amount in default has been cleared in full.

**(i) GUARANTORS**

Personal/ Employment No.	Full Name	ID No.	Employer/ Ministry	Amount Guaranteed (Kshs)	Deposits (Kshs)	Signature	Witness Sign & Personal No/ Member No
<b>TOTAL</b>							

**(ii) COLLATERAL****Title Deed**

Title Name:		Certified Value
Title No:		
LR.No:		
Confirmation of documents attached(sign): office		

**Log Book**

Log book Name:		Certified Value
Log book No:		
Chassis No:		
Engine No:		
Confirmation of documents attached (sign):office		

**Shares/ Fixed deposits**

CDS / FD Account No:		Certified Value
Account Name:		
No. of Shares		
Value of shares		
Fixed deposit amount		
Confirmation of documents attached(sign):office		

**Note: Attach copy of collateral document, ID, KRA PIN & consent letter for jointly owned property.**

**I. EMPLOYER'S UNDERTAKING (To be completed by Management/HR)**

On behalf of the employer / management ,we undertake to effect deductions for the loan applied and hereby confirm that the application qualifies for the loan in line with the ruling payroll policy of one third deductions and further undertake to recover loan defaulted from the employee's benefits.

Name: ..... Designation: .....

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

**FOR OFFICIAL USE ONLY****J. LOANS OFFICE**

I certify that this loan application is within the Society's current Loan Policy and I recommend it be approved for the amount of Kshs..... repayable in..... installments at the rate of Kshs.....per month.

Loan balance(s) Kshs..... Charges Kshs..... Net Amount Kshs.....

Comment(s).....

**Appraised by:**

Loans Officer: Name .....Signature.....Date.....

**Verified by:**

Credit Manager: Name.....Signature.....Date.....