

CHUNA SACCO SOCIETY LTD
P.O.BOX 30197- 00100
NAIROBI.

Tel: 0202321055/8043504/340989/318262

Email: chunasacco@uonbi.ac.ke

chunasacco@yahoo.com

FORM LA/3/91/SF

CONFIDENTIAL

EMERGENCY LOAN APPLICATION AND AGREEMENT FORM

Application No.....

A. PERSONAL INFORMATION

- | | |
|---|---------------------------|
| 1. Applicant's Name..... | Date of Birth..... |
| 2. Designation..... | Date of Appointment..... |
| 3. College..... | Department..... |
| 4. Terms of Appointment: Permanent and Pensionable/ Contract | Phone No..... |
| 5. National Identity Card No..... Payroll No..... | Chuna No..... |
| 6. Position in Society: Member/Director/Committee member (Tick One) | Net Salary Kshs..... P.M. |
| 7. Monthly Contributions: Shares KShs..... | Chumbefu KShs..... |

B. LOAN REQUIRED: (Attach current pay slip, copy of letter of appointment/ supporting documents).

I hereby apply for a loan of KShs..... (Amount in words.....) for a period of months to be repaid in instalment of KShs..... each month, commencing on 20.....

C. PURPOSE FOR WHICH LOAN IS REQUIRED: (In case of several uses of the loan, state the exact amount for each Purpose).

- | | |
|--------|-----------|
| 1..... | KShs..... |
| 2..... | KShs..... |

TOTAL KShs.....

D. Name of your Bank..... Branch.....
Account Number.....

F. DECLARATION:

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 loan Policy and any variations by the Credit/management committee in respect of section B above. I hereby authorize the necessary deductions, including one percent interest monthly to be effected by my current and future employer from my salary or/ and other terminal benefits in the event of my leaving employment.

Signature: Date.....

G.GUARANTORS UNDERTAKING:

We, the undersigned, hereby accept jointly and severally liability for the repayment of the loan in the event of the borrowers default. We understand that the amount in default may be recovered by an offset against our shares in the society or by attachment of our properties, salaries or terminal benefits and that we shall not be eligible for loans unless the amount in default has been cleared in full. We further individually and collectively authorize our future employer(s) to honour this undertaking accordingly.

Name	Payroll No.	Chuna No.	Date	Signature
1.....
2.....
3.....
4.....

FOR OFFICIAL USE ONLY

- G. 1 (a) Applicant's Total Shares Kshs.....as at.....20.....
- (b) Total Chumbefu Contribution Kshs.....as at.....20.....
- 2. Applicant's Total Shares x 3 Kshs.....
- 3. Applicant's loan outstanding Kshs.....as at.....20.....
- 4. Amount of loan currently required Kshs.....new Total Loans will be Kshs.....
- 5. Applicant's basic monthly salary Kshs.....P.M 2/3 of monthly salary Kshs.....P.M.
- 6. Shares boosted. Yes/No amount boosted Kshs.....as at.....20.....
- 7. Applicant's Total monthly deductions Kshs.....as at.....20.....
(N.B. Total monthly deductions must not exceed 2/3 of monthly basic salary).
- 8. Loan serviceable at Kshs.....P.M. over a period of..... months
- 9. The guarantors under E are members of the society. They cover/ do not cover the loan required as their total shares amount to Kenya Shillingsto date.
- 10. The loan required may be considered and approved/ reduced to Kshs.....
- 11. Loan rejected - Reason(s).....
.....

Appraisal done by..... Designation..... Date.....

LOAN OFFICER'S COMMENTS

I confirm that the information given in sections A to G is correct in all respects. Sign..... DATE.....

CREDIT/ MANAGEMENT COMMITTEE

Loan of Kshs..... Approved/ Deferred/Rejected at Credit/Management Committee Meeting held on..... Minute No..... Deduction w.e.f..... for.....months.

Credit Committee C/man (Name).....(Signed).....Date.....

Credit Committee Member (Name).....(Signed).....Date.....

Credit Committee Member (Name).....(Signed).....Date.....

EXECUTIVE COMMITTEE APPROVAL

Signatories: Chairman..... Vice-Chairman.....

Treasurer..... Secretary.....

CHEQUE DISPATCH

Cheque No.....of.....20.....Kshs.....

Prepared and issued by (Name).....Designation.....Signed..... Date.....

Certified by.....Date.....

C.E.O

COMPUTER SECTION

Section Entered by..... Computer Officer Sign.....