



**TABASAMU SACCO**

Tunawiri House  
 0702 599 292/ 0792 773 444  
 P.O Box 123-80403, Kwale  
 info@tabasamusacco.org  
 www.tabasamusacco.org

## LOAN APPLICATION AND AGREEMENT FORM

### A. APPLICANT'S PERSONAL INFORMATION

Loan No.

**Applicant's Name:** \_\_\_\_\_

**Member No:** \_\_\_\_\_

National ID No. \_\_\_\_\_

Payroll Number. \_\_\_\_\_

Date of Birth. \_\_\_\_\_

Gender: Male  Female

Religion: \_\_\_\_\_

Marital status: Single  Married  Widowed

Mobile No. \_\_\_\_\_

House owner

Postal Address. \_\_\_\_\_

Town \_\_\_\_\_

House Rented.

Email \_\_\_\_\_

### B. EMPLOYMENT DETAILS

Employer name: \_\_\_\_\_

Physical & Postal Address: \_\_\_\_\_

Working station: \_\_\_\_\_

Designation: \_\_\_\_\_

Retirement Date:

**Employment terms:**

Permanent  Casual  Contract  Others \_\_\_\_\_

### IF SELF EMPLOYED

(Fosa /Bank statements might be required by Management)

Type of Business: \_\_\_\_\_

Years of operation: \_\_\_\_\_

Monthly income in KSH: \_\_\_\_\_

### C. LOAN PARTICULARS (tick appropriately)

#### LOAN TYPE

EMERGENCY	JIPANGE	DEVELOPMENT	EKEZA	SPECIAL	SASA	INSTANT	PERSONAL	S/ADV	JIENJOY	BIASHARA	STAAFU	OTHER
<input type="checkbox"/>												

**Loan purpose:** Agriculture  Manufacturing  Education  Health  Land & Housing  Finance & investment  Social Act.

**AMOUNT APPLIED IN FIGURES**

**REPAYMENT PERIOD (in months)**

**Amount in Words.** \_\_\_\_\_

**NB: Alteration on amount applied above will not be allowed. No Guarantors Required on Jienjoy Product**

## D. SECURITY & GUARANTOR DETAILS

I offer the following security: Salary  Deposits & Savings  Guarantors  Other \_\_\_\_\_

**Conditions.**

Provide a minimum of 4 guarantors, (loan above 1 Million must have a 6 guarantors)

The society may at its discretion reject a guarantor proposed by an applicant.

**Guarantors are advised to read all the information supplied in this form by the applicant and terms and conditions contained in order to understand the full implication of loan guarantee.**

**REPAYMENT GUARANTEE**

We, the undersigned, hereby accept jointly and severally, liability for the repayment of this loan in the event of the borrower's default. We understand that the amount in default may be recovered by an offset against our deposit or attachment of our property, salary.

No	Member No.	Member Name	Outstanding Loans	Deposits	ID No.	Date	Signature
1							
2							
3							
4							
5							
6							
7							
8							

Where Collateral is used as security, fill the following portion:

**OTHER FORMS OF SECURITY**

LR. NO (where applicable) \_\_\_\_\_

Brief description of the property \_\_\_\_\_

Property location \_\_\_\_\_ Sub location \_\_\_\_\_ street/estate \_\_\_\_\_

Estimated Value of property \_\_\_\_\_

Is the property charged? Yes  No  (if yes) Chargee Details \_\_\_\_\_

**(NB: Tabasamu Sacco cannot be a second chargee. Where property offered is not sufficient the borrower may be requested to provide guarantors.)**

## E. LOAN AGREEMENT & DECLARATION

In consideration of **Tabasamu Sacco Society Ltd.** (" the society") granting me the amount of loan herein applied for or as may approved by its Board of Directors, I hereby declare THAT,

- a) I am a member of the Society and shall not withdraw from the society do or omit to do anything which may result in my said membership being withdrawn, suspended or cancelled while the loan herein is outstanding.
- b) My deposits together with those of my guarantors are sufficient over and secure the loan amount applied for herein (Delete if not applicable)
- c) My current and future employers are authorized to deduct and directly remit, from my salary or wages, the amount indicated herein or as may be advised by the society as the monthly repayment amount until payment in full. These instructions shall remain irrevocable until the loan amount herein has been fully repaid together with interest thereon as may from time to time be advised by the society.
- d) In the event that I am not salaried at the time of entering this agreement or I have opted to service the loan through other means other

than by the way of check off by the employer, I undertake to give and maintain such security as the society may consider adequate and to review it from time to time as may be advised by the society. I shall also give to my bank an irrevocable standing order for the monthly repayment amount indicated herein, or as advised by the society, in favor of the society, and I shall not revoke the said standing orders while the amount herein remains unpaid.

- e) I understand that the society may, at its sole discretion, treat as a breach of loan conditions should I revoke the instruction in paragraph 3 above without obtaining the prior written consent of the Society.
- f) In the event that my current employment is for whatever reason terminated while the loan herein not fully repaid, I shall immediately and not later than 14 days notify the society, and in the event that I have taken up new employment to immediately notify the society of the details of the new employment.
- g) In the event that I should, for whatever reason, leave the services of my present employer, any sum of money due to me from the said employer for whatever reason, leave the services of my present employer, any sum of money due to necessary to settle any balance remaining unpaid on account of the loan amount herein.
- h) I understand that I am obliged to repay the loan amount and the interest as stipulated in this agreement or as may be advised by the Society from time to time. In the event that I default in servicing the loan or in any manner breach the loan conditions, the Society reserves the right to recover the amount due under this agreement by settling off against my shares, deposits or other monies held in my accounts(s) with the society or any of its affiliates or employ any other means to recover the outstanding amounts including attaching my property.
- i) I understand that in the event of my default in servicing the loan amount herein, the Society reserve the right **to share my credit information with other financial institutions, public authorities, and the licensed Credit Reference Bureaus, subject to any applicable law.**

**GENERAL TERMS**

It is hereby mutually agreed and declared that the following terms and conditions shall in addition to the foregoing apply to this agreement.

- a) The loan amount in this agreement shall be available to the borrower on completion to the satisfaction of the Society of all formalities appertaining to the Security of the loan.
- b) The borrower shall pay interest on the loan amount outstanding at the prevailing rates or at such other rate as the Society may in its sole discretion determine and shall pay such interest in arrears.
- c) The borrower shall pay a fee of 10% of the outstanding loan balance together with one month's interest in case the loan is cleared earlier than the Loan schedule final payment date.
- d) The Society reserves the right to determine, change the rate of interest and/or the basis on which it is calculated.
- e) The loan repayment frequency shall be once a month, or as may be advised by the Society from time to time.

Fees and charges to cover administrative costs shall be paid by the borrower. Such fees and charges will be in accordance with prevailing Society's tariffs.

**By signing below, I consent to the processing of my Personal data as per Tabasamu Sacco's data protection and privacy statement as indicated on the society's website.**

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name of witness** \_\_\_\_\_ **Signature** \_\_\_\_\_ **ID No.** \_\_\_\_\_

**Member No.** \_\_\_\_\_ **Date** \_\_\_\_\_

**F. FOR OFFICIAL USE**

Amount recommended by appraisal officer. \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Amount verified by counter checking officer. \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Amount approved by the approving officer. \_\_\_\_\_

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Mode of deduction; Checkoff  Salary  Standing Order

Deductions set by \_\_\_\_\_ Signature \_\_\_\_\_ Date. \_\_\_\_\_



# **TABASAMU SACCO**

**TABASAMU SACCO SOCIETY LTD, P.O BOX 123-80403 KWALE**

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