



**UN SACCO**  
*Your Financial Anchor*

**LOAN APPLICATION & CONTRACT AGREEMENT FORM**

**NB: For ease of processing, please fill in all the requested information in this form accurately** Loan Application No \_\_\_\_\_

**PART A: LOAN APPLICANT'S DETAILS**

**MEMBER NO: / CO-OP NO:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Loan type** \_\_\_\_\_

1. Applicant's full Names as per National ID Card/Passport _____ 2. National ID No/Passport No _____ 3. Date of birth _____ 4. Duty station _____ 5. Job Title _____ 6. Agency _____ 7. E-mail address _____ 8. Cell phone _____ 9. Residential Address _____	10. Loan Amount KShs. _____ Period ___ Months Amount in words _____ _____ 11. Loan Purpose Code (refer to page 4 of 5) <input style="width: 50px; height: 15px;" type="text"/> <b>For asset applicants only</b> 12. Type of asset to be financed _____ 13. Title No./LR No. _____ 14. Valuation figure _____
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**PART B: SECURITY**

The following forms of security shall be mandatory for my loan

- (1) Salary      (2) Deposits      (3) Guarantors      (4) Other collateral security required by the society

**Repayment Guarantee**

We, the undersigned, voluntarily in full knowledge hereby jointly and severally, unequivocally and unconditionally accept liability for the repayment of the applicant's/borrower's loan & liabilities in the event of default. We understand that the amount in default may be recovered by an offset against our deposits in the Society, by attachment of our property, salary and other benefits, and we hereby jointly and severally authorize the Society to recover the amount from our deposits in the society, attachment of our property, salary and other benefits (as the society may in its absolute discretion elect) equivalent to the amounts we signed as guarantee inclusive of all accrued interest, charges, fees, rents, rates, levies or taxes that are or may become payable related to this loan.

**Caution – Guarantor Details**

Guarantors are strongly advised to read all the information provided in this form by the applicant/borrower and terms and conditions contained here in, so as to understand the full implications of signing this part

**PLEASE NOTE THAT INSTANT AND LOYALTY LOANS WILL BE ADVANCED OVER A PERIOD LONGER THAN THAT SUPPORTED BY THE BORROWER'S CONTRACT**

I confirm as a guarantor, that by signing this form, I have read and understood the information, terms and conditions as provided in this form governing the grant of credit facilities and agree to be bound by the same.

UN SACCO Member No.	Name(in full)	Signature	Witnessing Guarantors Signature	
			Name	Signature

## **PART C: LOAN AGREEMENT AND DECLARATION**

I \_\_\_\_\_ hereby apply for loan of Kshs \_\_\_\_\_

(Amount in words \_\_\_\_\_)

for a period of \_\_\_\_\_ months to be paid in installments of Ksh \_\_\_\_\_ or as the Board may decide.

### **Loan application type (Please Tick):**

1	Normal Loan		5	Instant Loan		9	Secured Asset Loan	
2	Premier Loan		6	Seniors' Loan		10	Dividend Advance Loan	
3	Loyalty Loan		7	FOSA Loan		11	Health Club Loan	
4	Education Loan		8	Settling Down Loan		12	Emergency Loan	
						13	Other -	

### **For bridging cases (please tick the loans you intend to bridge)**

1	Normal Loan		5	Instant Loan		9	Secured Asset Loan	
2	Premier Loan		6	Seniors' Loan		10	Dividend Advance Loan	
3	Loyalty Loan		7	FOSA Loan		11	Health Club Loan	
4	Education Loan		8	Settling Down Loan		12	Emergency Loan	
						13	Other -	

### **Declaration on terms and conditions**

I hereby declare as follows:

- 1) That I am a bona fide member of United Nations Sacco Society Ltd (hereinafter referred to as "The Society").
- 2) That I understand that this application will go through a loan appraisal and vetting process and should my loan be approved, a loan account will be set up in my name.
- 3) That I understand that The Society may approve or decline my application for the credit facility including declining the asset offered as collateral in its absolute discretion. The Society is not obliged to disclose any reason for decline or approval of my application.
- 4) That I understand that interest on all credit facilities will be calculated on daily outstanding balances at the prevailing interest rate and shall be payable to The Society monthly in arrears. Interest will be charged on all amounts owed by myself.
- 5) That all amounts received by The Society will be first appropriated towards overdue interest and charges/fees. Any balance left thereafter will be appropriated lastly towards the principal.
- 6) That The Society may use any information related to me for evaluating the credit application. The Society may also share such information with employers, credit rating or reference agencies. I authorize The Society to use any information that The Society may obtain about me for such purposes as The Society deems appropriate. The Society may disclose information about me to debt recovering agencies, investigation agencies and law firms with a view to recovering any debt and fees due to The Society, from myself and/or my guarantors, at the full expense of my account.
- 7) In connection with this application and/or maintaining a credit facility with The Society, I authorise The Society to carry out credit checks with or obtain my credit information from a licensed credit reference bureau. In the event of the account going into default, I consent to my name, transaction and default details being forwarded to a licensed credit reference bureau for listing. I acknowledge that this information may be used by banking institutions and other credit providers in assessing applications for credit by me, associated companies, and supplementary account holders and for occasional debt tracing and fraud prevention purposes.
- 8) That I hereby give authority to my present employer to deduct from my salary every month such a sum of money consisting of applicable deposit banding, principal loan repayment and interest accrued as may be determined by The Society, until the loan is repaid in full and I hereby undertake to give similar authority to my future employers in the event that I should leave the services of my present employer before my loan is repaid in full.
- 9) That I confirm that I am in good health and agree to obtain credit insurance cover from the insurance company procured by The Society, for the entire duration of the facility. I further authorize the society to grant me the loan facility approved, less the applicable insurance fees.
- 10) That I agree to pay all charges, fees, rents, rates, levies or taxes that are or may become payable on my account & on any asset offered as security, including creation of charge & discharge expenses. I irrevocably authorize The Society to pay such charges, fees, levies or taxes on my behalf & to include them as part of the amount owed by myself.
- 11) That Unless I instruct The Society on the contrary, The Society is authorized, but not obliged, to act on my banking instructions transmitted through email or facsimile service. I release The Society from, indemnify and hold The Society harmless from and against all actions, suits, proceedings, costs, claims, demands, charges, expenses, losses and liabilities however arising, in consequences of or in any way related to:

-The Society having acted in good faith in accordance with my written email or facsimile instruction(s), notwithstanding that such instruction(s) may have been initiated or transmitted in error or fraudulently altered, misunderstood or distorted in the lines of communication or transmission.

-The Society, having refrained from acting in accordance with my written, telephone, email or facsimile instructions by reason of failure of actual transmission thereof to The Society or receipt by The Society for whatever reason, whether connected with fault, failure or sending or receiving machine not being ready.

-My failure to forward all original copies of facsimile telephone or email instruction(s) to The Society within 48 hours.

- 12) That I agree to accept service of all notices and communication at the last postal, email or physical address given by myself, and the date on The Society's copy of any such communication is taken to be the date of such dispatch in the absence of proof to the contrary.
- 13) That in the event that I should leave the services of my present employer, I will immediately inform The Society, and any sum of money due to me for any purpose to be remitted to The Society and may be utilized to the extent necessary to liquidate any balance remaining in my loan account
- 14) That these authorities are unconditional and may not be revoked during the life of the loan without express written consent of The Society as well as my guarantors
- 15) That the foregoing is true to the best of my knowledge and belief and I agree to abide by the laws of Kenya, by-laws of The Society, the loan policy & procedures and any variations by The Society in respect to Section E below.
- 16) That I agree to comply with the terms and conditions of the loan repayment as approved by The Society and confirm that I am well guided by the product summary on page 4 of this Loan Application & Contract Agreement Form.
- 17) The non-adoption of the payroll deduction mode or otherwise, does not in any way discharge me from my obligation of ensuring that the monthly applicable deposit banding & loan repayments are remitted promptly to the society. It is my responsibility to remit each payment by the due date each month without fail.

#### Acceptance

I confirm that I have read the terms & conditions (as printed above) & the information in The Society's website governing the grant of credit facilities and agree to be bound by them should my loan application be approved. I also confirm that I have submitted the original loan form to The Society to facilitate complete loan processing. I do confirm that all my accounts with The Society are in regular status.

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

Name of Witness \_\_\_\_\_ UN SACCO Member No. \_\_\_\_\_

(WITNESS TO APPLICANT'S SIGNATURE)

AGENCY \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### **PART E: FOR OFFICIAL USE ONLY**

Loan approved amount Ksh \_\_\_\_\_ in words \_\_\_\_\_

\_\_\_\_\_ Recoverable in \_\_\_\_\_ months at

monthly instalment of Kshs \_\_\_\_\_.

Indicate reasons for deferred / rejected loan

#### **2. Reasons for Rejected Loan**

1. Inability to repay

3. Loan is not in proportion to deposit

5. Ineligible Purpose

2. To clear outstanding loan first

4. Membership Period not met.

6. Lack of proper guarantors or security

Loan Minute Number \_\_\_\_\_

Head of Credit/ Approver 1 Signature \_\_\_\_\_ Date \_\_\_\_\_

Approver 2 Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **REMARKS**

##### **Loan Application Requirements**

1. Original loan application form.
2. Valid Certified copy of your latest pay slip.
3. Valid Copy of your National I/D Card or Passport for non-citizens.
4. Valid Letter of current contract, duly signed by both the applicant and employer.
5. Valuation Report for asset loan.
6. Valid supporting documents as may be required, guided by Product Features.
7. The loan application form should bear no alterations or white outs

**LOAN PURPOSE (Please Indicate/Tick)**

<b>Main</b>	<b>Specific</b>
<b>Agriculture</b>	1110 Tea
	1120 Coffee
	1130 Sugarcane
	1140 Others; Cotton; Sisal; etc.
	1150 Cereals such as Maize, wheat, sorghum, millet, etc.
	1160 Legumes such as beans, peas, snow peas, cow peas, French beans etc.
	1170 Horticulture crops such as vegetables, fruits, flowers
	1180 Roots and tubers such as Irish potatoes, sweet potatoes and cassava
	1210 Dairy farming
	1220 Beef production
	1230 Poultry farming
	1240 Bee keeping
	1250 Rabbit farming
	1260 Sheep and goat rearing
	1270 Pig farming
1280 Others	
1310 Agricultural machinery such as truck, tractors and other farm tools	
1320 Water, irrigation and supporting activities	
1330 Veterinary and related services	
1410 Agricultural equipment and accessories	
1420 Dealers in agro-chemicals, seeds and other farm inputs	
1430 Distribution of farm produce	
1510 Agro-forestry	
<b>Trade</b>	2110 Wholesale
	2120 Retail
	2210 Public service transport
	2220 Purchase of motor vehicle accessories e.g. spares, engines etc.
	2230 Transportation of goods
	2310 Accommodation, restaurants, conference facilities, event planning & outside catering, theme parks (wedding and others)
	2320 Schools and kindergartens
	2330 Medical clinics and equipment
	2410 Import
2420 Export	
<b>Manufacturing and Servicing Industries</b>	3110 Jua Kali Industry
	3120 Small scale agricultural produce processing
	3130 Dressmaking industry
	3140 Leather tanning
	3150 Carving and handcrafts
	3210 Motor vehicle repairs
	3220 professional services such as barbers
	3230 working capital for learning institutions churches and business empires
	3240 Promotion of local tourism
	3310 Computer service and internet
	3320 Computer hardware and software
3330 Telecommunication equipment	
<b>Education</b>	4110 School fees for primary and secondary schools including shopping and accommodation
	4120 College fees, university fees, training fees, seminar fees
	4130 Research and scientific activities
<b>Human Health</b>	5110 Medical bills, purchase of medicine
	5120 Maternity bills and expense
<b>Land and Housing</b>	6110 Purchase of plots
	6120 Land purchase services such as surveying and valuation
	6210 Construction of multiple residential buildings
	6220 Construction of commercial buildings
	6230 Construction of single residential dwelling units
	6240 Renovations of the buildings
<b>Finance Investments and Insurance</b>	7110 Payments to microfinance loans
	7210 Payment to commercial bank loans
	7310 Purchase of residential property/ payments to mortgage loans in other financial institutions
	7410 Payments to insurance policies
	7510 Buying of Sacco shares
	7520 Purchase of quoted shares, unquoted shares, treasury bills & bonds, commercial papers, unit trusts and other quoted public funds.
7530 Paying personal debts to non-registered institutions	
<b>Consumption and Social Services</b>	8110 Expenses incurred relating to car and electronic repairs, bills like; electricity, sewer water, telephone, decoder, personal debts to family members and friends etc.
	8210 Household necessities like food, beverages and basic household products
	8310 Goods that do not wear out quickly like automobiles (cars etc.) books, household goods (home appliances, consumer electronics, furniture, tools, etc.) sports equipment, jewelry, toys etc.
	8410 Burial expenses, wedding expenses, rites of passage expenses

## PRODUCTS SUMMARY

### Normal Loan

#### Basic Features/conditions

- Maximum amount: 3\* Deposits up to KSh. 20 Million, 1/3 rule applies, guarantors required.
- Repayment period: Maximum of 60 months subject to contract period.
- Interest rate: 12% p.a on reducing balance.
- One can have a maximum of 2 Normal Loans or 1 Normal Loan and 1 Premier/Loyalty Loan.

### Instant Loan

#### Basic Features/Conditions

- Maximum amount: 3\* deposits up to KShs 3 Million, 1/3 rule applies, guarantors required.
- Repayment period: 36 months as long as a member has a running contract period of not less than 9 Months to expiry.
- Interest rate:14.5% p.a on reducing balance
- Number of loans not restricted but total amounts not to exceed KSh. 3 Million

### Education

#### Basic Features/Conditions

- Maximum amount: 3\* deposits up to KSh. 3,000,000 1/3 rule applies, guarantors required.
- Interest rate: 12% p.a on reducing balance.
- Repayment period: Maximum 12 months subject to contract.

### Emergency Loan

#### Basic Features/Conditions

- Maximum amount: 3\* Deposits up to KSh. 1 Million, 1/3 rule applies, guarantors required.
- Repayment period: Maximum of 12 months subject to contract period.
- Interest rate: 12% p.a on reducing balance.

### Premier Loan

#### Basic Features/Conditions

- Maximum amount: 4\* Deposits up to KSh. 20 Million, 1/3 rule applies, guarantors required.
- Repayment period: Maximum 72 months subject to contract.
- Interest rate:14% p.a on reducing balance.
- A member can have a maximum of 1 Premier Loan and 1 of either Normal or Loyalty Loan

### Loyalty Loan

#### Basic Features/Conditions

- Maximum amount: 3\* Deposits up to KSh. 20 Million, 1/3 rule applies, guarantors required.
- Repayment period: 60 months if a member has a contract that is at least 6 months to expiry & minimum 7 years continuous membership.
- Interest rate:12% p.a on reducing balance.
- One can only have one Loyalty loan at a time.

### Settlement Loan

#### Basic Features/Conditions

- Member qualifies after attaining minimum share capital of KSh. 50,000 & first payroll deduction being remitted to The Society.

- Maximum amount: 3\* monthly basic salary up to a maximum of KSh. 1 Million, 1/3 rule applies, guarantors required.
- Interest rate: 14.5% p.a. on reducing balance.
- Repayment period: Maximum of 12 months or contract period whichever is shorter.

### Fosa Loan

#### Basic Features/Conditions

- Maximum amount: KSh. 1 Million, 1/3 rule applies, guarantors required.
- Interest rate: 14.5% p.a. on reducing balance.
- Repayment period: Maximum of 36 months subject to contract.
- Number of loans not restricted but total amounts not to exceed KSh. 1 Million

### Seniors Loan

#### Basic Features/Conditions

- Maximum amount: 2\* deposits
- Guarantors must be from existing membership
- Maximum repayment period is 36 months.
- Interest rate:12% p.a.
- Proof of pension ability to repay the loan.

### Secured Asset Loan

#### Basic Features/Conditions

- Maximum loan amount is up to 7 \* Deposits up to Ksh.40 Million.
- The repayment period is 15 years, subject to retirement age.
- The interest charged is 14% per annum on a reducing balance.
- The Security is the member's title deed.
- No guarantors needed for this loan

### Bridging Fee.

Bridging fee is charged as a percentage of the outstanding loan balance bridged. As below:

- Below KSh. 1 Million: 3%
- KSh. 1-5 Million: 2.5%
- Over KSh. 5 Million:2%

### Guarantorship;

- Guarantors must be drawn from membership whose employers have payroll deductions arrangements with The Society.
- All loan above deposits (except Secured Asset) should have at least 3 guarantors.
- Guarantors are jointly and severally liable for the loan granted to the borrower.

**Terms and Conditions Apply. Visit our website/Offices for more information**

NAME..... MEMBER NO.....SIGNATURE.....DATE.....