



## LOAN APPLICATION AND CONTRACT AGREEMENT FORM

**UN DT SACCO**  
Your Financial Anchor

NB: For ease of processing, please fill in all the requested information in this form accurately without alterations.

### PART A: LOAN APPLICANT'S DETAILS

Member No./Co-op No.: \_\_\_\_\_ Date: \_\_\_\_\_ Loan type: \_\_\_\_\_

|  |   |
|--|---|
| <p>1. Applicant's full Name as per National ID Card/Passport: _____</p> <p>2. National ID No/Passport No.: _____</p> <p>3. Date of Birth: _____ 4. Duty Station: _____</p> <p>5. Job Title: _____</p> <p>6. Agency: _____</p> <p>7. E-mail Address: _____</p> <p>8. Cell Phone: _____</p> <p>9. Residential Address: _____</p> | <p>10. Loan Amount KShs; _____ Period _____ Months<br/>Amount in Words; _____</p> <p>11. Loan Purpose Code (refer to page 4 of 5) <input type="text"/></p> <p><b>For Asset Applicants Only</b></p> <p>12. Type of Asset to be Financed: _____</p> <p>13. Title No./LR No: _____<br/>Valuation Figure: _____</p> |
|--|---|

### PART B: SECURITY

The following forms of security shall constitute/ be mandatory for my loan

- (1) Salary (2) Deposits (3) Guarantors (4) Other collateral security required by the society (5) FOSA Funds

#### 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/savings 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<br>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      |  | 6  | Instant Loan       |  | 11 | Dividend Advance Loan |  |
| 2 | Premier Loan     |  | 7  | Seniors' Loan      |  | 12 | Emergency Loan        |  |
| 3 | Loyalty Loan     |  | 8  | FOSA Loan          |  | 13 | Plot Finance          |  |
| 4 | Education Loan   |  | 9  | Settling Down Loan |  | 14 | IPF                   |  |
| 5 | Development Loan |  | 10 | Secured Asset Loan |  | 15 | Others                |  |

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

|   |                  |  |    |                    |  |    |                       |  |
|---|------------------|--|----|--------------------|--|----|-----------------------|--|
| 1 | Normal Loan      |  | 6  | Instant Loan       |  | 11 | Dividend Advance Loan |  |
| 2 | Premier Loan     |  | 7  | Seniors' Loan      |  | 12 | Emergency Loan        |  |
| 3 | Loyalty Loan     |  | 8  | FOSA Loan          |  | 13 | Plot Finance          |  |
| 4 | Education Loan   |  | 9  | Settling Down Loan |  | 14 | IPF                   |  |
| 5 | Development Loan |  | 10 | Secured Asset Loan |  | 15 | Others                |  |

Declaration on terms and conditions

I hereby declare as follows:

- 1) That I am a bona fide member of United Nations DT 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 authorize 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 and include monthly/annual renewals as part of what i owe.
- 10) That I agree to pay all charges, fees, rents, rates, premiums, 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/service in the absence of proof to the contrary.
- 13) That if 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 Part D below.
- 16) That I agree to comply with the terms and conditions of the loan repayment as approved by The Society & 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 am currently not on probation and I have submitted the original loan form, (original/fully executed indemnity in lieu) 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 D: FOR OFFICIAL USE ONLY**

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

Recoverable in \_\_\_\_\_ months at monthly instalment of Kshs \_\_\_\_\_.

Indicate reasons for deferred / rejected loan

**Reasons for Rejected Loan**

- Inability to repay     Loan is not in proportion to deposit     Ineligible Purpose
- To clear outstanding loan first     Membership Period not met     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(by HR/Payroll) 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)**

| Main  | Specific   |
|---|--|
| Agriculture   | 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, cowpeas, french beans etc.  |
|   | 1170 Horticulture crops such as vegetables, fruits, fowers   |
|   | 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            |  |
| 1130 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 Agroforestry   |  |
| Trade   | 2110 Wholesale   |
|   | 2120 Retail  |
|   | 2210 Public service transport  |
|   | 2220 Purchase of motor vehicles accessories e.g. spares, engines etc.  |
|   | 2230 Transportation of goods   |
|   | 2310 Accomodation, restaurants, conference facilities, event planning and outside catering, theme parks (weddings and others)  |
|   | 2320 Schools and kindergartens   |
|   | 2330 Medical clinics and equipment   |
|   | 2410 Import  |
|   | 2420 Export  |
| Manufacturing and Servicing Industry                        | 3110 Jua kali industry   |
|   | 3120 Small scale agricultural produce processing   |
|   | 3130 Dressmaking industry  |
|   | 3140 Leather tanning   |
|   | 3150 Carving and handcrafts  |
|   | 3210 Motor vehicle repair  |
|   | 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                            |  |
| Education   | 4110 School fees for primary and secondary schools including shopping and accomodation   |
|   | 4120 College fees, university fees, training fees, seminar fees  |
|   | 4130 Research and scientific activities  |
| Human Health  | 5110 Medical bill, purchase of medicine  |
|   | 5120 Marternity bills and expenses   |
| Land and Housing  | 6110 Purchase of plots   |
|   | 6120 Land purchase services such as surveying and evaluation   |
|   | 6210 Construction of multiple residential buildings  |
|   | 6220 Construction of commercial buildings  |
|   | 6230 Construction of single residential dwelling units   |
| 6240 Renovations of the buildings                           |  |
| Finance Investments and Insurance                           | 7110 Payment of microfinance loans   |
|   | 7210 Payment of commercial banks 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 and bonds, commercial papers, unit trusts and other quoted public funds  |
| 7530 Paying personal debts to non registered institutions   |  |
| Consumption and Social Services                             | 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 eletronics, furnitures, tools, etc.) sports equipment, jewelery, toys |
|   | 8410 Burial expenses, wedding expenses, rites of passage expenses  |

**Normal Loan**

- Maximum amount: 4\* 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 3 Normal Loans or 2 Normal Loan and 1 Premier/Loyalty Loan or 1 Normal loan, 1 Premier Loan and 1 Loyalty loan.

**Instant Loan**

- Maximum amount: 3\* deposits up to KShs 5 Million, 1/3 rule applies, guarantors required.
- Repayment period: 36 months if a member has a running contract period of not less than 9 Months to expiry or 30 months for contracts between 5 to 9 months.
- Interest rate:14.5% p.a on reducing balance.
- Number of loans not restricted but total amounts not to exceed KSh. 5 Million.

**Education Loan**

- 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**

- 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**

- Maximum amount: 5\* Deposits up to KSh. 20 Million, 1/3 rule applies, guarantors required.
- Repayment period: Maximum 84 months subject to contract.
- Interest rate:15% p.a on reducing balance.
- A member can have a maximum of 1 Premier Loan.

**Loyalty Loan**

- Maximum amount: 4\* Deposits up to KSh. 20 Million, 1/3 rule applies, minimum 5 guarantors required.
- Repayment period: 84 months if a member has a contract that is at least 6 months to expiry & minimum 5 years continuous membership.
- Interest rate:12.5% p.a on reducing balance.
- One can only have one Loyalty loan at a time.

**Settling Down Loan**

- 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 12 months or contract period whichever is shorter

**FOSA Loan**

- Maximum amount: Kshs. 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**

- 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**

- Maximum loan amount is up to 7 \* Deposits up to Ksh. 25 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.

**Development Loan**

- Qualifying amount is up to 95 % of member's unobligated deposits up to a maximum of Ksh 30,000,000
- Repayment period up to 120 months.
- Self-guarantee.
- Interest rate: 11.5% p.a on reducing balance.

**Insurance Premium Financing (IPF)**

- Qualifying amount: Ksh.25,000-Ksh.300,000
- Repayment period up to 10 months.
- Interest rate: 6% flat rate.

**Plot Finance Loan**

- Max. loan amount is up to 7 \* Deposits and not exceeding Ksh.15 Million.
- The repayment period is up to 8 years, subject to retirement age.
- The interest charged is 11.9% per annum on a reducing balance.
- The Security is the property being purchased.
- No guarantors needed for this loan.
- Financing: Up to 100% on UNSACCO sponsored properties and 90% of Market value on City properties.

**Bridging Interest.**

Bridging interest 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 should be preferably 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** \_\_\_\_\_