

**FOR OFFICIAL USE ONLY (2)**

**I. MARKS AWARDING**

Do the guarantors cover the loan amount? Yes  No

I certify that the application is / is not within the Rules of the Society.

If not, say why.....

(1) Very Good - 80 (2) Good - 60 (3) Average - 40 (4) Weak - 20 (5) Very Weak - 10

Recommended loan for approval Kshs.....

Other comments by section head.....

I have accessed the customer above on this .....day.....of 20..... and in my opinion recommend that he/she is qualified for the loan requested of Kshs ..... In words.....

Name..... Signature.....

**J. COMMENTS BY BRANCH MANAGER/ HOD/SENIOR MANAGEMENT**

Amount Approved.....Repayment Period.....

Name:..... Signature.....

Checked By..... Date.....

Amount approved Kshs..... Repayment period .....

Comments by Senior Management.....

Approved by: Loan Analysis Committee

Sign.....Date.....

Sign.....Date.....

Sign.....Date.....

Sign.....Date..... **HoC OR OM / C.E.O** Sign:.....Date...../..... Date.....

**K. CREDIT COMMITTEE**

Loan approved, Kshs..... Amount in words .....

.....recoverable as per the attached schedule

Credit to A/C No. :..... Dated:.....

**Reasons For Deferred Loans**

- 1. Incomplete information, or lack of supporting documents
- 2. Timeliness.
- 3. Renegotiate loan terms or purpose.
- 4. Inadequate funds to meet loan demand.
- 5. Clearance from CRB Report

**Reasons For Rejected Loans**

- 1. Inability to pay or bad repayment history
- 2. Loan not in proportion to shares
- 3. Outstanding Loan
- 4. Excessive loan frequency
- 5. Lack of proper guarantors or security.
- 6. Membership period
- 7. Ineligible purpose.
- 8. Fraudulent actions

**L. APPROVAL LIMITS**

Loan ≤ 300,000 BM / HOD

Loan > 300,000 ≤ 500,000 CM / LAC

Loan > 500,000 ≤ 1Million LAC / CM/OM/CEO

Loan > 1Million ≤ 2Million LAC / CM / OM / CEO / BCC

Loan > 2Million LAC / CM / OM / CEO / BCC / FC / FB

Credit Committee Chairman.....Signature.....

Committee Member.....Signature.....

Committee Member.....Signature.....

FB Committee Minute No.....Date.....

Board Chairman.....Signature.....

Board Treasurer.....Signature.....

Hon Secretary .....Signature.....



**YETU**  
Sacco Society Ltd.

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e-mail: info@yetusacco.co.ke  
Nairobi Branch P. O. Box 52078 -00200 Nairobi  
Website: www.yetusacco.co.ke

**BRANCHES:** Nkubu  Kinoro  Kionyo  Rubiri  Nairobi  Meru

(Forms are available at Yetu Sacco agent shops)

**LOAN APPLICATION & AGREEMENT FORM**

**A. PERSONAL DETAILS** Loan Type.....Loan No.....

Applicant's Name.....Cell No.....

Membership Number.....

ID NO..... D.O.B..... Age.....

Address.(1)Current.....(2).Permanent.....

Residence: Village.....Estate.....

Nearest School.....

Marital Status.....

**B. EMPLOYMENT DETAILS**

Employers Name:.....

Occupation.....

Tel No.:.....

Resident/Workplace.....

No. of years in service.....

Employment terms: Permanent  Contract   
Probation

**C. BUSINESS DETAILS**

Certificate of registration/Incorporation No.....Starting Capital.....No. of Employees.....

Licence No.....Date Started.....Starting Capital.....Number of Employees.....

Nature of Business..... Limited  Sole  Partnership  Others

Location(Attach sketch map).....

Business premises Owned  Rented

Average Sales per day.....Average Monthly Sales.....Rent.....

Salaries.....Personal Withdrawals.....Others.....

Main Bank..... Current Stock Value Ksh.....

A. Other Current Banks	(1).....	BANK	ACCOUNT NO.
	(2).....		
	(3).....		
	(4).....		

B. Total bank balance(outstanding) .....

C. Previous day's banking/sales Kshs ..... (attach bank slip)

**D. LOAN APPLICATION & REPAYMENT**

I.....apply for a loan of Kshs. ....

Amount in words.....

.....for a period of.....Months

Repayable as per attached schedule.....

FINGER PRINTS		
PINKY	RING FINGER	MIDDLE FINGER
INDEX FINGER	THUMB	

**E. PURPOSE FOR WHICH LOAN IS APPLIED** (in case of several uses of the loan, state the exact amount for each use)  
**PURPOSE** **AMOUNT**

- 1..... Ksh.....
- 2..... Ksh.....
- 3..... Ksh.....
- 4..... Ksh.....

Employer.....HR.....STAMP.....Date.....

**F. SECURITY WHICH I OFFER FOR THE LOAN**

I.....pledge the following as security for the loan approved.

In case of default, the following shall be pawned by the SACCO and used to recover the entire outstanding loan.

Disposal cost and any other follow up cost shall be recovered from the proceeds of the security.

- All My Guarantors Shares With the Sacco  Title Deed
- All balances in my account held By The Sacco  All my NSE Shares
- All balances in the Guarantor accounts in Sacco  All my Shares With the Sacco
- Any of my properties under my tittle in the Republic of Kenya

**G. GUARANTORS:**

We the undersigned agree to be the guarantors of this loan. In case of default of any installment all services in SACCO shall be suspended, all OUR shares and balances in any account, personal property will be used to pay the total outstanding loan and any other expenses incurred by SACCO in relation to this loan. We promise to be jointly or and severally liable for the loan and any other arising cost during the life of this loan.

Name /Property	ID Number (attach copies) /Serial No.	Shares/Savings /Value	CellPhone No.	PIN No.	A/C Number	Sign
1 .....	.....	.....	.....	.....	.....	.....
2 .....	.....	.....	.....	.....	.....	.....
3 .....	.....	.....	.....	.....	.....	.....
4 .....	.....	.....	.....	.....	.....	.....
5 .....	.....	.....	.....	.....	.....	.....

**H. DECLARATION**

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief and agree to abide to the by-laws of the Society, the loan policy, and any variations by the Credit Committee. I hereby authorize the necessary deductions, including accrued interest on reducing balance to be made from my payment as repayment for this loan. I declare that I am not indebted to any other Credit Society, bank or loan agency (except as listed herein) either as borrower or endorser. -

Signature..... Date.....

(1)Witness Signature(Spouse)..... Phone No.....

Name(Spouse)..... ID/ No(Attach Copy).....

(2)Witness Signature( Sacco Member )..... M/No.....

Name( Sacco Member )..... ID/ No(Attach Copy) .....

The acceptance of the terms and conditions contained in this agreement shall be indicated by the borrower providing the bank with the original of this agreement dully signed as evidence of acceptance of the terms and conditions as Stated. The Sacco recommends the borrower to seek independent advice on the terms of this agreement to help him/her to fully understand what it finally involves and potential consequences and implication for the borrower agreeing to its terms . Yetu Sacco Society Ltd reserves the right to disclose its Customer’s Credit status to Credit Reference Bureau (CRB)

Member acknowledgment upon signing declaration clause: Signature.....Date.....

**REPUBLIC OF KENYA**  
**IN THE MATTER OF OATH AND STATUTORY**  
**DECLARATION ACT CAPS 15 LAWS OF KENYA**

IN THE MATTER OF; MR/ MRS/MISS.....

**YETU SACCO SOCIETY LIMITED**  
**AFFIDAVIT**

I.....of Post Office Box.....

In the republic of Kenya makes oath and states as follows:

1. That the holder of national identity card No..... and that i am the deponent herein.(copy attached)
2. That I am an active member of Yetu Sacco Society Ltd. A/C NO.....
3. That Yetu Sacco Society Ltd(Y.S.S.) has agreed to extend loan facility to me.
4. That I undertake to do all that which is under my power and ability to service the loan of Kshs ..... as per the loan agreement.
5. That I forego and surrender for sale (14 days after the loan is due) by way of public Auction all my properties listed in the schedule of properties duly executed by me depicting my name, my signature, and my ID card number and showing the amount of loan advanced to me with schedule of properties shall be in the custody of Yetu Sacco Society Ltd.
6. That all which is deposited herein is to the best of my knowledge, belief and information.

Sworn by the said.....this.....day of ..... 20.....

BEFORE ME:

**MAGISTRATE**

**COMMISSIONER OF OATHS**

**DEPONENT HEREIN & SPOUSE IF ANY**

**SCHEDULE OF PROPERTIES**

Items	Description	Year/Serial Number	Estimated Value
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10			

**FOR OFFICIAL USE ONLY(1)**

1. Total \_\_\_\_years credit..... Months.....
2. Deposit KSHS..... x3 = KSH.....
3. Net Income KSHS..... x 70%= KSH.....
4. Value of the Property KSHS..... x 50 - 80%= KSH.....
- (i). Total Shares KSHS ..... x 3 = Kshs..... (ii) Less Outstanding Loan Kshs=.....
- (iii) EntitlementKSHS =..... (iv) Amount Applied Kshs = .....
- (v) Member Average income KSHS ..... x2/3.....
- (vi) Present Total Deduction KSHS.....(vii) Add Payment of Loan and Interest in the Loan.....

N.B.) (vi-vii) should not exceed (v) above Total = .....