

# MACHAKOS UNIVERSITY SACCO SOCIETY Ltd

P O. Box 136-90100, MACHAKOS.



## LOAN APPLICATION FORM (PRINT IN BOLD CAPS)

### 1. APPLICANT'S PERSONAL INFORMATION

Names(as appear on ID):

Membership No.

Employee PNo.

Dept/School

Current Station

Mobile Number(s)

E-mail address

Home/ Permanent address P.O.Box:

Code:

Town:

### 2. LOAN DETAILS

Loan Type Please Tick	Emergency	School Fees	Normal loan
	Salary Advance	School Fees Top-up	Development loan

Current Shares

Loan amount applied for (figures):

Loan amount applied for (words):

Repayment period – Years:

Months:

Shares boost amount required:

### 3. PAYMENT DETAILS (Please tick one or give details as appropriate).

Cheque

Cash:

EFT TO BANK

Name of Bank:

Branch:

Account Name:

Account Number:

### 4. DECLARATION

I hereby declare that the foregoing information is true to the best of my knowledge and belief. I agree to abide by the by-laws of Machakos University Sacco Society Ltd, the loan policy provisions, and any other variations by the Board of the Society in totality. I will inform the Society in the event that I am transferred from my current work station. I authorise the necessary deductions, including interest on the loan, to be made from my salary as repayment for this loan.

Signature: \_\_\_\_\_ ID NO: \_\_\_\_\_ Date: \_\_\_\_\_

**NB) To be valid, the 2-pages of this Loan Form MUST be printed on single sheet of paper(back-to-back).**

### 5. REPAYMENT GUARANTEE

Instructions: Read carefully through this loan application form to understand the liability.

We, the undersigned, hereby accept jointly and severally, the liability for repayment of this loan in the event of the borrower's default. We understand the amount in default may be recovered from our salaries, offset against our shares within the Sacco Society, or by attachment of our properties.

	Name:	M No.	ID Number	Mobile No	Signature	Amount	Official Verification
1							
2							
3							
4							
5							
6							
7							

#### 6. EMPLOYERS RECOMMENDATION

I confirm that the applicant is an employee of \_\_\_\_\_

Terms of employment: \_\_\_\_\_

I further confirm that the attached payslips are true copies of the applicants payslips for the months of:

(1) \_\_\_\_\_ / 20\_\_\_\_; (2) \_\_\_\_\_ / 20\_\_\_\_ (3) \_\_\_\_\_ / 20\_\_\_\_

I RECOMMEND  DO NOT RECOMMEND  this application for consideration by MUMachakos University SACCO Society Ltd for consideration.

Name: \_\_\_\_\_ Designation: \_\_\_\_\_  
(Payroll Officer/ HR Officer/ Head of Department)

Department \_\_\_\_\_

Signature and Official Stamp \_\_\_\_\_ Date: \_\_\_\_\_

FOR OFFICIAL USE ONLY

#### 7. LOAN PROCESSING

Loanee Shares as at (Date):	Total Shares:
Captured by: _____	Date: _____ Signature: _____
Verified by: _____	Date: _____ Signature: _____
Scheduled by: _____	Date: _____ Signature: _____
Recommended by: _____	Date: _____ Signature: _____
Remarks (if any): _____	

#### 8. CREDIT COMMITTEE APPROVAL

We have examined the application and approved the following:

Loan Type: _____	Loan Amount: _____
Number of Installments: _____	Interest rate: _____
Reference Schedule number: _____	Repayment commencement date: _____

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
*Chairman* *Member* *Member*

Name \_\_\_\_\_ Name \_\_\_\_\_ Name: \_\_\_\_\_