

**HAZINA SACCO SOCIETY LTD.**

P.O. BOX 59877 - 00200 NAIROBI

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Kibera Road off Ngong Road E-mail: loans@hazinasacco.or.ke / info@hazinasacco.or.ke**LOAN APPLICATION & AGREEMENT FORM****(Revised 2023)**

LOAN REGISTRATION NO.....

DATE.....

A. REQUIREMENTS AND INSTRUCTIONS *(Applicants **must** read the following before completing this form)*

1. Applicants are required to be familiar with the Society's current Credit Policy.
2. The applicant **must ensure parts B - H** are filled in full. Incomplete forms will be returned unconsidered.
3. The applicant is required to attach 2 months **original current pay-slip** (not more than two months old to the date of application) and **a copy of National ID card** for every loan application. Original **Log book, Title Deed & Fixed Deposit/Share deposit statement, KRA PIN, 6 months bank statement where applicable.**
4. All loans are processed as they are received.
5. All loans shall be **disbursed through FOSA Accounts**. To enable the Society Transfer your funds to your Bank account, indicate your Bank Account Number, Name of Bank and Branch under **section F**.
6. **In case your Loan is not recovered through the Payroll, please ensure that it's paid by CASH, PAYBILL (850436) promptly to avoid Interest in arrears, penalty and DEFAULT.**
7. For **Non check-off members**, initiate standing order instructions ahead of disbursement.
8. For Private members and members who are on contract/temporary employment terms, **attach guarantor consent form** to the loan application form.

B. PERSONAL INFORMATION

1. Member's Full Name
2. Member's Current Address.....
3. Member's Home Details: Address.....County
- Sub-county..... Location..... Village.....
- Physical location (town/estate/street).....
4. Personal/Employment No.....Membership/No.
5. Mobile No.....Office Tel. No.....Email.....
6. Employer/Ministry..... Work Station.....
7. Employer's mailing address.....
8. Terms of Employment - ☐ Permanent & Pensionable ☐ Contract ☐ Temporary ☐ Other
- (If Contract or Temporary attach copy of appointment letter)
9. AgeID No..... KRA PIN.....
10. **For Private Members/Self Employed:** Business Name/Nature of business (where applicable)
- Location.....

C. TYPE OF LOAN (Tick as appropriate)

| BOSA LOANS | | | | | | | | |
|------------------|-------------------|------------------|------------------|-------------------|---------------------|---------------------|--------------|---------------------|
| Max 96 Months | Max 84 Months | Max 48 Months | Max 24 Months | Max 12 Months | | | | Max 18 Months |
| SUPER LOAN | NORMAL /TOP-UP | DARAJA LOAN | JIBU LOAN | EMERGENCY LOAN | COLLEGE FEE LOAN | SCHOOL FEES LOAN | TECH LOAN | EMERGENCY TOP-UP |

| | | | |
|------------|---------------|---------------------|---------------|
| FOSA LOANS | Max 54 Months | Max 30 Months | Max 18 Months |
| | KARIBU LOAN | HSF SPECIAL ADVANCE | HSF OKOA |

NOTE: All loans interest rate is on reducing balance.

D. LOAN AMOUNT

I (Full Name) hereby apply for a loan of
Kshs..... (Amount in Words).....for a period
of.....months to be paid in installments of Kshs..... each month commencing immediately.

E. PURPOSE(S) FOR WHICH LOAN IS APPLIED (Please Tick where appropriate)

| Restructured loans | Agriculture | Trade | Manufacturing | Education | Human Health | Land & Housing | Finance, Invest & Insurance | Consumption & Social Act |
|--------------------|---------------------------------|--------------------|--------------------------------------|--------------------|------------------|------------------|-------------------------------|--------------------------|
| | Crop Farming | Wholesale & Retail | Cottage Industry | Loan For education | Medical expenses | Loan to buy Land | To clear a micro finance loan | Loan to buy utilities |
| | Animal Production | Transport | Servicing Industry | | | Building a house | Loan to clear Bank loan | Loan to buy consumables |
| | Agriculture supporting activity | Hospitality | Information Communication Technology | | | | Loan to buy a house | To buy consumer durables |
| | Agri-business | Foreign Trade | | | | | Loan to buy Insurance | |
| | Forestry & Logging | | | | | | Investment | |

F. FOR FUNDS TRANSFER FROM FOSA.

(i) **EFT/RTGS**

Account Name.....Account No

[illegible]

Bank Name.....Branch.....

(ii) **Cheque** Account Name.

G. APPLICANT’S DECLARATION

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief and agree to abide by the By-laws of the Society, the Credit Policy and variations by the Credit Committee, I also consent to the Society checking, engaging and filing all the information with the Credit Reference Bureau (CRB) and Debt Collection in respect of section D above. The security that I offer for the loan is my salary, shares/deposits, guarantor’s shares/ deposits, acceptable collateral and any other benefits due to me from my employer, from the Society (e.g. Dividends, Bonuses etc.). I authorize the necessary deductions, including interest at the current rate be made from my salary as repayment for this loan. **I further willingly provide the personal information and consent to its use as prescribed in the Hazina Sacco Data Protection Policy (The policy is available on our website www.hazinasacco.or.ke and any of our offices)**

SIGNATURE (1)..... DATE.....
SIGNATURE (2)..... DATE.....
SIGNATURE (3)..... DATE.....

WITNESSED BY (NAME)MEMBER No.
MOBILEADDRESS.....PERSONAL No.....
SIGNATURE.....ID/No.....Date.....

H. REPAYMENT GUARANTEE *(To be completed by the guarantors who must be members of the Society)*

We, the undersigned, hereby accept jointly and severally for the repayment of the loan balance, loan interest and any other cost pertaining to the aforementioned loan of Kshs..... (amount in words:.....
...) in the event of the borrower’s default. We understand that the amount in default may be recovered by an offset against our savings/deposits in the Society and/or by attachment of our property, salary and any other benefits due to us from the Society (e.g. Dividends, Bonuses etc.) and that we shall not be eligible for loan(s) unless the amount in default has been cleared in full.

(i) GUARANTORS

| Personal/ Employment No. | Full Name | ID No. | Employer/ Ministry | Amount Guaranteed (Kshs) | Deposits (Kshs) | Signature | Witness Sign & Personal No/ Member No |
|--------------------------------|-----------|--------|-----------------------|--------------------------------|--------------------|-----------|--|
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| TOTAL | | | | | | | |

(ii) **COLLATERAL**

Title Deed

| | | |
|--|--|-----------------|
| Title Name: | | Certified Value |
| Title No: | | |
| LR.No: | | |
| Confirmation of documents attached(sign): office | | |

Log Book

| | | |
|--|--|-----------------|
| Log book Name: | | Certified Value |
| Log book No: | | |
| Chassis No: | | |
| Engine No: | | |
| Confirmation of documents attached (sign):office | | |

Shares/ Fixed deposits

| | | |
|---|--|-----------------|
| CDS / FD Account No: | | Certified Value |
| Account Name: | | |
| No. of Shares | | |
| Value of shares | | |
| Fixed deposit amount | | |
| Confirmation of documents attached(sign):office | | |

Note: Attach copy of collateral document, ID, KRA PIN & consent letter for jointly owned property.

I. EMPLOYER'S UNDERTAKING (To be completed by Management/HR)

On behalf of the employer / management ,we undertake to effect deductions for the loan applied and hereby confirm that the application qualifies for the loan in line with the ruling payroll policy of one third deductions and further undertake to recover loan defaulted from the employee's benefits.

Name: Designation:

Signature: Date:

FOR OFFICIAL USE ONLY

J. LOANS OFFICE

I certify that this loan application is within the Society's current Loan Policy and I recommend it be approved for the amount of Kshs..... repayable in..... installments at the rate of Kshsper month.

Loan balance(s) Kshs..... Charges Kshs..... Net Amount Kshs.....

Comment(s).....

Appraised by:

Loans Officer: NameSignature.....Date.....

Verified by:

Credit Manager: Name.....Signature.....Date.....