



Metropolitan National Sacco Ltd.

Building Better Lives Together

REGISTERED OFFICE:

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INTERIM SUPPORT LOAN

LOAN APPLICATION AND ACCEPTANCE FORM

REQUIREMENTS:

- Form to be completed appropriately using block capital letters
- Attachments: (a) Photocopy of ID both sides (b) Contract of employment/Posting letter (c) Copy of pin Certificate

Date of Application _____ FOSA Account No. _____ Form No. _____

A. PERSONAL AND EMPLOYMENT DETAILS

First Name		Middle Name		Last Name	
ID Number			Date of Birth DD/MM/YY		
Employment Number			Member Number		
Nationality		PIN Number			
Home Postal Address		Postal Code		Town	
Tel No.	Mobile No.		Email		
Employer Name					
Current Work Station Unit		Designation		Employment Date	
Employment Type		<input type="checkbox"/> Temporary		<input type="checkbox"/> Permanent	
				<input type="checkbox"/> Contract	
County		Sub-County		Zone	
Employer Postal Address		Postal Code		Town	
				Office Tel. Number	

B. LOAN APPLICATION

I hereby apply for a loan of (Amount in figures) Kshs.....(Amount in words) Kshs

Repayable within.....Months at a rate of Kshs.....per Month.

C. BORROWER'S DECLARATION/AUTHORITY FOR EMPLOYER TO RECOVER/ACKNOWLEDGEMENT OF TERMS

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief. I agree to abide to the **Society's by-laws and loan policy** and further declare that I have understood the terms and conditions of this loan product. I authorise the Sacco to carry out credit checks with or obtain my credit information from/to, a credit reference bureau. I do accept personal liability for the repayment of the principal and interest amounts until full settlement is done. I hereby assign all my final and terminal dues whatsoever the nature with my employer to the SACCO as additional security for the payment of the loan unless otherwise advised by the SACCO. In the event of the loan account going into default, I consent to my name, transactions and default details being forwarded to a credit reference bureau for listing. I acknowledge that this information may be used by banking institutions and other credit guarantors in assessing applications for credit by me, associated companies and supplementary account holders and for occasional debt tracing and fraud prevention purposes.

Applicant.....M/No..... Signature..... Date.....

Witnessed by SACCO Officer

Name..... Signature..... Date.....

D. GUARANTEE

We the undersigned, hereby accept jointly and severally to be liable for the repayment of the loan in the event of the borrower's default. We understand that the amount in default may be recovered by an offset against our shares in the society or by attachment of our property or salary, and that we shall not be eligible for loans unless the amount in default has been cleared in full.

Employment Number	Member Number	Guarantor Name	I.D./Passport Number	Work station	Signature

(FOR OFFICIAL USE ONLY)**E. REGISTRY**

I do hereby certify that the guarantee has been posted on guarantors' files & necessary adjustments made

NAME:.....SIGNATURE:.....DATED:.....

F. CREDIT APPRAISAL BOOK-KEEPER /LOAN OFFICER)

(A) Total shares Kshs..... X 3 - Kshs

Loan applied for Kshs.....

(a) Basic salary Kshs(b) Responsibility allowance Kshs

(c) H/allowance Kshs(d) Other allowancesTotal earningsKshs(a+b+c+d)

(e) 2/3rds of total earnings Kshs(f) other deductions Kshs.....

(g) Add: loan and interest deductions on loan applied for Kshs

(h) Total deductions Kshs (f+g)* must not exceed (e)

I certify that the application IS/NOT within the rules of the society and I recommend an amount not exceeding Kshs

.....Recoverable in.....months.

Other remarks

NAME.....SIGNATURE:.....DATE:

G. CREDIT MANAGER'S RECOMMENDATIONS:

This application should be accepted/rejected for the amount of Kshs..... (in words).....

Signature:..... Date:.....

Remarks.....

H. FINANCE MANAGER / CEO RECOMMENDATIONS:

Amount recommended Kshs.....Signature:

Date:.....Remarks

I. MANAGEMENT BOARD

We have examined this application in conjunction with the above recommendations and have decided as follows:-

Loan approved Kshs.....Date:.....repayable in.....months

CHAIRMAN.....SECRETARY.....MEMBER

J. VARIATIONS (EXECUTIVE COMMITTEE BOARD)

The Executive Committee taking into consideration special circumstances have agreed to vary the amount of loan granted to Kshs.....to this application.

Reason

The decision was taken at the Executive Committee meeting held onMinute No:.....

CHAIRMAN.....MEMBER:

K. DISBURSEMENT

Credited on:.....Amount KshsSignature:

L. DATA OFFICE

Amount Kshs.....Rate Kshs.....W.e.f.....Signature.....