



MAKTABA CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LTD

LOAN APPLICATION FORM

MAKTABA SACCO
Tel: 0703245921

info@maktabasacco.com

P.O. BOX 4156-00200,
NAIROBI

- To be completed by the applicant after carefully reading and understanding the basic rules and requirements.
- No alterations are allowed.
- Attach current original pay slip and copy of I.D./Passport.
- Please Complete Your Details in Capital Letters.

1. PARTICULARS OF THE APPLICANT (Tick Where Appropriate)

APPLICANT NAME AS PER THE ID	STAFF/PJ/MEMBERSHIP NO	ID NO/PASSPORT NO.
MOBILE NUMBER	GENDER MALE/ FEMALE	MARITAL STATUS
POSTAL CODE	TOWN	EMAIL ADDRESS
PHYSICAL RESIDENCE TOWN	ESTATE	STREET
HOUSE NO.	RENTED / OTHERS.	

How long have you lived at your current place of residence.....

2. EMPLOYMENT DETAILS (Tick Where Appropriate)

Self

Salaried

Retired

For Salaried Persons

Name of Employer..... Telephone No:.....

Postal Address..... Postal Code..... Town.....

Physical Location.....

Position/Designation.....

Employment Terms: Permanent Temporary Casual Other (Specify).....

Together we achieve

For Non-Salaried Persons/Business Applicants

* Attach 6 months bank statement.

Business Name _____

Nature of Business _____ Years in Operation _____

Approximate Monthly Income in figures _____

3. LOAN PARTICULARS

Loan Type	Repayment Period	Interest	Tick Where Appropriate
Normal Loans	48 months.	1% p.m	
Jipange Loan	84 months.	1.25 % p.m	
School fees Loan	calendar year.	1.2% p.m	
Emergency Loan	12 months.	1.2% p.m	
Okoa Loan	48 months.	1.25% p.m	
Halal saving scheme Loan	36 months.	Interest free loans	
College fee Loan	24 months.	1.2% p.m.	
Home comfort Loan	12 months.	1.0% p.m.	
Salary In Advance	1 month.	8 % p.m.	
Umeme Advance	3 months.	8 % p.m.	

Amount of Loan Applied in Figures.

Amount of Loan Applied in Words
.....

Repayment Period

Purpose of Loan.....

Mode of Repayment:

Check off

Standing order

Security details: I offer as security for my loan; my salary, deposits and savings, Guarantors, Title Deed, Log Book and any other funds due to me from the society.

Together we achieve

4. GUARANTORS PARTICULARS

In consideration of granting the above loan or any other lesser amount that may be approved, we the undersigned hereby accept jointly and severally liabilities for its payment in the event of the borrower's default. We understand that the amount in default may be recovered by offset against our deposits held in the society, at the time the loan is approved by attachment of salary or property and that we shall not be eligible for loans until the amount in default has been cleared in full.

NO	NAME	STAFF/M- EMBERSHIP/PJ/P	PHONE NO.&POSTAL	AMOUNT GUARANTEE	I.D. NO	SIGNATURE
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

5. DECLARATION

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief, and agree to abide by the terms and conditions of the Society, the loan policy, and variations by the Credit Committee in respect of section (3) above, and any other future amendments at any time. I hereby authorize the necessary deductions or any other interest applicable, to be made from my salary as repayment for this loan. I hereby irrevocably authorize the society to set off at any time all monies held by the society against my indebtedness arising from this facility now or in future whether several or joint, actual or principal debtor and at any time to consolidate without giving notice or receiving notice from me.

I also declare that in case the employer delays the deductions, I will be paying personally to the Society's bank account every month to avoid accrued interest until action is taken by the employer. I do also authorize the society to share my credit information with Credit Reference Bureau.

APPLICANT'S SIGNATUREDate.....
 WITNESS NAME (MUST be active member of the society).....
 ADDRESS.....Staff/PJ/PF /Membership No.....
 WITNESS SIGNATURE.....

6. LOANS HELD IN OTHER FINANCIAL INSTITUTIONS

Name of Bank/Financial Institution	Amount Advanced	Date Granted	Repayment Period	Outstanding Balance

7. LOAN CLEARANCE FACILITY

I wish to apply for a Loan Clearance/Offset Facility: Yes No

Please tick the loans you wish to offset

Loan to Offset	TICK
Jipange Loan	
Normal Loan	
Okoa Loan	
Emergency Loan	
School fees Loan	
Umeme Advance	
Home Comfort Loan	
Salary Advance	
College fee Loan	
Bank Loan from other Bank/Financial Institution	

8. A. Office Recommendation

(1) Loan Assistant..... Name.....
Sign..... Date.....
(2) Credit Officer..... Name.....
Sign..... Date.....
(3) Manager..... Name.....
Sign..... Date.....

B. Credit Committee

We have examined this application in conjunction with the office remarks and have decided as follows:-

(a) Loan approved Kshs..... Recoverable in installments w.e.f.

(b) Deferred/Rejected due to
Credit Committee Minute No. Date
Chairman..... Secretary..... Member

(C). Review/Appeal.....
Remarks
Chairman..... Secretary..... Treasurer

D. Data Officer

I confirm that the data sheet has been completed as indicated. Confirmation of recovery to be made when payroll for the month of is received.

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

E. Cashier

I confirm that I have released the following funds to the Applicant's FOSA Account.

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