

DEVELOPMENT LOAN APPLICATION FORM

(MUST be completed in BLOCK LETTERS)

Form No.

A) APPLICANT'S DETAILS

Surname		Other Names	
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Membership No.		ID/Passport No.		Mobile No.	
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Residence		Address		Postal Code		Town/City	
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Terms of service: Permanent Contract Other (please specify)

B) LOAN DETAILS

Loan Type	Maximum Amount (KES)	Maximum Repayment Period	Interest Rate	Tick where applicable			
Car Loan	1,500,000	60 months	12% per annum	<input type="checkbox"/>			
Development Loan	3,000,000	60 months	15% per annum	<input type="checkbox"/>			
Jisort	50,000	3 months	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">1 month 5%</td> <td style="width: 33%;">2 months 6%</td> <td style="width: 33%;">3 months 6%</td> </tr> </table>	1 month 5%	2 months 6%	3 months 6%	<input type="checkbox"/>
1 month 5%	2 months 6%	3 months 6%					

Note: Interest on Car & Development loans is calculated on a reducing balance basis.

Loan amount in Figures KES		Repayment period	_____ months
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Loan amount in Words KES	
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C) FINANCIAL INFORMATION

(I) To be filled by the SACCO Accountant/Treasurer

Principal amount per month KES	<input style="width: 100%;" type="text"/>	Monthly deposit contribution KES	<input style="width: 100%;" type="text"/>
Interest payable per month KES	<input style="width: 100%;" type="text"/>	Insurance payable KES	<input style="width: 100%;" type="text"/>
Mode of payment: Checkoff <input type="checkbox"/>	Direct Debit <input type="checkbox"/>	Total monthly deductions KES	<input style="width: 100%; background-color: #e0e0e0;" type="text"/>

(II) To be filled by OUPEA Finance Department (for Checkoff members only)

Does the net salary of the above applicant fall below one-third of gross pay?	
YES <input type="checkbox"/>	NO <input type="checkbox"/>
Name: _____	Signature: _____ Date: ____/____/____

(III) To be completed by the SACCO Accountant and confirmed by the Treasurer (for non-checkoff members – Direct Debit)

Total deposits	
Short term loan(s) guaranteed by deposits	SACCO Accountant Signature: _____ Date: ____/____/____
Self guaranteed amount	
Capacity	Treasurer's Signature: _____
Guaranteed loans net liability	Date: ____/____/____

D) VEHICLE DETAILS (DESCRIPTION)

Make (e.g. Toyota) _____ Model (e.g. Premio) _____ Engine Capacity (cc) e.g. 1.6 cc _____

Year of Manufacture (YOM) _____ Original Cost (KES) _____ Total Cost (KES) _____

Other Costs (e.g. transport, taxes, valuation, insurance, etc.) _____

E) SECURITY OFFERED FOR THE LOAN

Note: Tick where applicable for security offered for the Car loan/Development Loan.

Log Book Title Deed Guarantors

Log Book value in (KES) _____ Title Deed value in (KES) _____

(CAUTION: Guarantors are advised to read all the information supplied in this form by the applicant, and the terms and conditions contained herein in order to understand the full implications of the loan guarantorship.)

In consideration of granting the above loan or any other lesser amount that may be approved, we the undersigned hereby accept jointly and severally full liabilities for its payment in the event of the borrower's default. We understand that the amount in default may be recovered either by offset against our deposits held in the Society at the time the loan is approved or by attachment of salary or property.

No.	Name	ID No.	Amount Guaranteed	Signature	Date
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

F) APPLICANT'S DECLARATION

I hereby declare that:

- I am a member of the Society and shall not withdraw from the Society or do or omit to do anything which may result in my said membership being withdrawn, suspended or cancelled while the loan herein is outstanding.
- My deposits together with those of my guarantors are sufficient to secure the loan amount applied for herein.
- I authorize my current and future employers to deduct and directly remit, from my salary or wages, the amount indicated herein or as may be advised by the Society as the monthly repayment amount until payment in full. These instructions shall remain irrevocable until the loan amount herein has been fully repaid together with interest thereon as may from time to time be advised by the Society.
- In case the employer delays the deductions, I will be paying personally to the Society's bank account every month until action is taken by the employer.
- In the event that my current employment is for whatever reason terminated while the loan herein is not fully repaid, I shall immediately and not later than 14 days notify the Society, and in the event that I have taken up new employment I will immediately notify the Society of the details of the new employment.
- In the event that I am not salaried at the time of entering this agreement or I have opted to service the loan through other means other than by the way of checkoff by the employer, I undertake to give and maintain such security as the Society may consider adequate and to review it from time to time as may be advised by the Society. I shall also give to my bank an irrevocable standing order for the monthly repayment amount indicated herein, or as advised by the Society, in favour of the Society, and I shall not revoke the said standing order while the amount herein remains unpaid.
- I understand that the Society may, at its sole discretion, treat as a breach of loan conditions should I revoke the instructions in declaration (6) above without obtaining the prior written consent of the Society.
- I 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 understand that I am obliged to repay the loan amount and the interest as stipulated in this agreement or as may be advised by the Society from time to time. In the event that I default in servicing the loan or in any manner breach the loan conditions, the Society reserves the right to recover the amount due under this agreement by settling off against my shares, deposits or other monies held in my account(s) with the Society or any of its affiliates, or employ any other means to recover the outstanding amounts including attaching my property.
- I understand that in the event that I default in servicing the loan amount herein, the Society reserves the right to share my credit information with financial institutions, public authorities and licensed Credit Reference Bureaus, subject to any applicable law.
- In the event of disclosure of my credit information as stated in (10) above, I shall have no claim against the Society or any of its officers, servants, directors or agents, and I shall indemnify the Society against any loss or injury arising out of any claim brought by myself or on my behalf as a result of such disclosure.
- The foregoing particulars are true to the best of my knowledge and belief, and I agree to abide by the terms and conditions of the Society, the loan policy, and variations by the Credit Committee in respect of section (B) above, and any other future amendments.

Applicant's Signature: _____ (initials not acceptable)

Date: ____/____/____

G) OFFICIAL USE ONLY

1 Credit committee only

We have examined this application and have decided as follows:

(a) Loan approved **KES** _____ Recoverable in _____ instalments/months

(b) Deferred/Rejected due to _____

Credit Committee Minute No.: _____

Credit Committee Signature 1: _____ Date: ____/____/____

Credit Committee Signature 2: _____ Date: ____/____/____

2 Review/Appeal

Remarks _____

Credit Committee Signature: _____ Date: ____/____/____

Supervisory Committee Signature: _____ Date: ____/____/____

3 Executive Committee approval:

Treasurer's Signature: _____ Date: ____/____/____

Hon. Secretary's Signature: _____ Date: ____/____/____

Chairman's Signature: _____ Date: ____/____/____

H) TERMS & CONDITIONS

The following terms and conditions shall in addition to the foregoing apply to this agreement:

1. A member must have contributed a minimum share capital of **KES 20,000** and been active for a minimum period of six months to qualify for any loan.
2. The total share contributions of the borrower and those of the guarantors must be equal to or more than the loans applied for and/or guaranteed.
3. Car loan details:
 - a) The vehicle should be for private use and not PSV
 - b) The age limit of the vehicle should be not older than 8 years
 - c) The vehicle should have a comprehensive insurance cover through an insurer appointed by the Society
 - d) The car will partially act as security for the loan and will be jointly owned by Oxford SACCO and the loanee for the period of repayment.
 - e) The following documents should be submitted to the Society by the car loan applicant:
 - i) Sale agreement
 - ii) Two copies of the signed transfer form
 - iii) Copy of log book
 - iv) Official search certificate from Kenya Revenue Authority (KRA)
 - v) Valuation report from the Automobile Society of Kenya.
4. Guarantors' loans and deposits must be up-to-date.
5. No member will be eligible for top-up unless he/she has serviced the loan being topped-up for at least 6 months.
6. New loans will be given subject to the previous loans being regularly serviced.
7. The loan applicant is required to make the following minimum monthly share contributions until the loans are cleared.
 - a) **1%** of the total amount borrowed for loans up to **KES 1,000,000**
 - b) **0.75%** of the total amount borrowed for loans between **KES 1,000,000** and **KES 2,000,000**
 - c) **0.5%** of the total amount borrowed for loans over **KES 2,000,000**
8. In case of any default in repayment, the entire balance of this loan will immediately become due by way of deposits, dividends, guarantors and any security held by the Society in respect of the loan. The member will be liable for any costs incurred in collection of the loan balance and accumulated interest.
9. All loans granted or owed to the Society shall not exceed three times a member's deposit contributions and in all cases shall be repayable within the loan's stipulated period.
10. Any deposits made outside the regular contributions shall remain in the Society for at least six months to be considered for lending purposes.
11. Jisort loans must be guaranteed using member's share contributions, subject to clause (2) above.
12. No member shall be refunded his/her share contributions or any other monies held on his/her behalf by the Society unless he/she has cleared all his/her outstanding liabilities.
13. Loan repayment will not be deferred or extended under any circumstances.
14. Development Loan is guaranteed by member's deposits and the title deed of the land being purchased. The land will be co-owned by the member and the Oxford Sacco until the loan is fully repaid.
15. In case of default in payment, the entire balance of this loan will immediately become due and payable at the discretion of the Management Committee and all shares owned by the member and held by the member and any interest and deposits due to the member will be offset against the owned amount. The member will also be liable for any costs incurred in the collection by the debt collector for the loan balance and accumulated interest. Any remaining balance will be deducted from the member's salary and/or terminal benefits and the employer is authorized to make all necessary deductions by authority of the member's signature appended below.

I declare that I have read and understood the foregoing Terms & Conditions and agree to abide by them.

Applicant's Signature: _____ (initials not acceptable)

Date: ____/____/____