



## P.C.E.A. KINOO PARISH SACCO

P.O. Box 35-00605 UTHIRU

Tel: 0794589547

### LOAN APPLICATION AND AGREEMENT FORM

LOAN NO.....

#### A: PERSONAL DETAILS

MEMBERS NO:.....

Applicant M/S.....

Occupation: .....

Telephone No:.....Email Address.....

Cell group name.....

Current resident..... Road/street.....

I hereby apply for a loan of Ksh..... Amount in words.....

.....

Recoverable in..... months.

Next of Kin.....

Relationship.....

Phone Number.....

Signature.....

#### B: PURPOSE OF LOAN(In case of several uses, specify and Amount Involved)

1.....

2.....

3.....

#### C: SECURITY OFFERED

1.SHARES/DEPOSITS (own/s) .....

2.guarantors (total group) .....

3.OTHERS (specify)i).....Value.....

ii).....Value.....

iii).....Value.....Signature.....

**D: DECLARATION**

I.....(applicant) declare the

Information provided in this application form is true, and I understand and agree to the By-Laws of the society and the Loan Policy thereof.

Signature.....Date.....

**E: GUARANTEE**

In consideration of the above loan or any lesser amount than may be provided , we the undersigned members of the cell group.....hereby accept jointly and severely liability of payment of the aforementioned loan including interest and appertaining cost of the loan in the event the borrower defaults. We understand that the amount in default may be recovered in full and offset of our shares in the society or by attachment of our property and that we may not be eligible for loans unless the amount in defaults is paid in full.

**“Lazy hands make a man poor, but diligent hands bring wealth. Proverbs 10:4”**

No	Names	Membership Number&I.D No	Shares Kshs	Guaranteed amount	Outstanding loan balance	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

I.....group coordinator of Cell Group No.

.....hereby acknowledge that our cell group has .....members and that the cell group members have attested the signature without due duress on this guarantor's form during cell group meeting held on..... and in the presences a witness.....

Signature..... Date.....

**“Lazy hands make a man poor, but diligent hands bring wealth**

#### E: CELL GROUP

1. Cell group name ..... number of members in the cell.....
2. Number of members who have attested to the guarantors.....
3. When was the last cell group meeting held .....?
  - i) Minutes of the last meeting held .....
  - ii) Did the member attend the last cell group meeting?.....If No explain.....
4. Comments on the loan applied?
  - i).....
  - ii).....
  - iii).....
5. Dormant members in the cell group.....

We, the officials of ..... , confirm that M/S.....

is one of our group members and we are aware of his/her loan request with PCEA Kinoo SACCO.  
Please give him/her the necessary assistance.

OFFICIALS	Name	Phone No.	Signature
1. Chairperson.....	.....	.....	.....
2. Secretary .....	.....	.....	.....
3. Treasurer .....	.....	.....	.....

#### F: CREDIT COMMITTEE

1. Share paid up ..... Loan No .....
2. Average savings for the last six months.....
3. Applicant's savings record for the last six months .....  
.....
4. Is there any lump sum of shares in the last six months?.....If so, give details.....
5. The cell group average savings in terms of shares.....
6. Amount of loan recommended .....
7. Comments on previous loan issued
  - i).....
  - ii).....
  - iii).....Name of Credit officer .....Signature.....
8. Amount of loan authorized by the manager .....

We have today examined the above applicant in conjunction with the above remarks and have decided as follows:

Loan approved Kshs.....recoverable  
in.....  
SIGNED.....

CHAIRMAN

SECRETARY

MEMBER

**“Lazy hands make a man poor, but delight hands bring wealth. Proverbs 10:4”**

LOAN AGREEMENT

DATE .....

I ..... ID NO.....

Being a member of cell group .....

Membership No .....of P.O.BOX.....Hereby accept a loan of

Kshs.....in words .....from

PCEA KINOO PARISH SACCO under the following terms.

1. The loan is subject to an interest of 1% per month or credited to my loan account monthly. Failure of such payment will result to a fine of amounting to 0.5% interest due for that particular month shall be charged and is payable.
2. The loan is for a duration of .....months payable at the rate of kshs ..... per month and that no extension will be allowed unless granted by credit committee whose agreement will be secured in writing.  
Signature.....
3. During the duration of the loan I will continue paying my share deposit.
4. Upon the default for the month guarantors will be informed and on the second month the amount will be recovered at my own expenses.  
Signature.....
5. The first repayment of the loan is 30 days from receipt and falls monthly on .....
6. I will be responsible for the proper running of the cell group to police and ensure that monthly savings and loan repayment are paid on time.
7. During the duration of the loan I will not withdraw my shares unless agreed in writing from the cell group members.
8. In case of default I am responsible for any costs incurred for collection, legal or otherwise.
9. I the applicant agree to bid by the policies of the Sacco and any amend to the policies provided the amendments are communicated to me in writing.

Signature ..... Date .....

Credit officer ..... Date .....

**“Lazy hands make a man poor, but diligent hands bring wealth. Proverbs 10:4”**



## P.C.E.A KINOO PARISH SACCO

Email: pceakinoosacco@gmail.com

Name of borrower .....

Date of Birth .....

Member Number.....

**Identification Document (ID/birth certificate /passport) number.....  
(please attach copy)**

### PARTICULARS OF LOAN

Amount of loan issued in Kshs .....(in words)

.....

Period of cover (months) .....

Interest rate applicable .....

Date loan issued .....

### Declaration

I, ....., declare that to the best of my knowledge and belief that I am in good health and free from disease and disability or symptoms thereof and I am not receiving any regular medical treatment and have not done so for the last 6 months.

I agree that if the above declaration is not true, the benefits under this scheme shall be null and void.

Signed at .....on this .....day of .....20.....

.....

.....

SIGNATURE OF THE BORROWER

SIGNATURE OF AUTHORIZED OFFICIAL

.....

OFFICIAL STAMP OF THE SACCO



# P.C.E.A KINOO PARISH SACCO

Email: pceakinoosacco@gmail.com

PAYMENT VOUCHER

DATE.....

CHEQUE NO.....

DETAILS

KSHS


Amount in words

.....

NAME

SIGN

DATE

Prepared by ..... ..

Authorized by ..... ..

Authorized by ..... ..

Authorized by ..... ..

Authorized by ..... ..

Received by ..... ..

ID Number.....Phone Number.....