



# VISION REGULATED Non-WDT SACCO SOCIETY LTD

Crossroads Plaza, along Westlands Road - Westlands, CS No. 3342 P. O. Box 1240-00502  
NAIROBI, KENYA.

**CONFIDENTIAL**

## **LOAN APPLICATION & LOAN AGREEMENT FORM**

### **A. APPLICANT'S PERSONAL DETAILS:**

Surname:	Other Names:	Member No:
Date of Birth:	ID/Passport No:	KRA PIN No:
Mobile No:	Personal E-mail:	
Current Postal Address:	Permanent Residence:	
County:	Sub-county:	

### **B: EMPLOYMENT DETAILS:**

Name of Employer:	Staff/Payroll No:	
Employer Address:	Employer Tel. No:	
Terms of Service (tick one): Permanent ( ) Temporary ( ) Contract ( )		
Designation:	Department:	Work Station:

### **C: BUSINESS DETAILS:**

Name of Business:	Type of Business:
Physical Location of Business:	Duration of Business:

### **D: BANK DETAILS:**

Bank Name:	Branch:
Account No:	Account Name:

### **E: LOAN APPLICATION & REPAYMENT:**

I hereby apply for a loan of Ksh: (In figures)	In words:
To be repaid in..... months	Monthly instalment of KSh.....

Select the appropriate loan product.

Loan Product	Interest Charge	Term in Months	Sign Against Appropriate Product
Development Loan	1%	84	
Top-Up Loan	1%	84	
Top-up One Loan	1%	84	
Super plus Loan	1.25%	84	
Instant Loan	1.5%	24	
School fees Loan	1%	12	
Super school fees Loan	1.5%	30	
Emergency Loan	1%	12	
Vision Advance loan	5%	2	

### **F: LOAN PURPOSE CATEGORY(Mandatory)**

Kindly refer to the Appendix on Page 4 & 5 To complete the table below:

Classification code e.g. 1000 (Agriculture)	Economic sector code e.g. 1200 (Animal Production)	Sub-sector code e.g. 1210 (Dairy Farming):

### **G: SECURITY OFFERED FOR LOAN - (Sign in the space provided)**

1. All Savings with Sacco, Salary, Terminal benefits, IPP, Personal Guarantee .....
2. Collateral pledged (Specify if applicable) .....

## **H: REPAYMENT GUARANTEE**

In consideration to granting the above loan or any lesser amount that may be approved, we the undersigned, hereby accept jointly and severally the liability for the repayment including interest and cost appertaining to the aforementioned loan in the event of borrower's default. We understand that the amount in default will be recovered by an offset against our deposits in the Society or by attachment of property, terminal benefits or salary. I hereby confirm:

### **GUARANTORS**

S/No	Name	ID No.	Member No.	Mobile No.	Deposits (Ksh)	Signature
1						
2						
3						
4						
5						
6						
7						
8						
	<b>TOTAL</b>					

## **I: IRREVOCABLE AUTHORITY TO DEDUCT FROM SALARY AND TERMINAL BENEFITS - (CHECK-OFF MEMBERS)**

I.....ID.No.....Staff No ..... hereby:

- (i) Authorize and request you to deduct from my salary such amounts, as instructed by Vision Regulated Non-WDT Sacco Ltd towards the repayment of this loan.
- (ii) I declare that my current contract with ..... (Name of Employer) expires on ..... 20.....
- (iii) In the event of separation with the employer named above, my terminal dues equivalent to the outstanding loan balance and interest can be withheld until a letter of clearance is received from Vision Regulated Non-WDT Sacco Limited.
- (iv) These instructions shall be terminated or amended only with knowledge and written approval of the Board of Vision Regulated Non-WDT Sacco Limited.
- (v) I hereby agree to release and hold harmless the organization, its trustees, officers, employees, agents, administrators, successors and assigns against any and all claims, causes of action and judgments, damages, losses, costs, expenses and demands whatsoever, arising out of or in connection with my participation in the Vision Regulated Non-WDT Sacco Ltd, including any deductions from my salary authorized by me as borrower or guarantor.

Signature \_\_\_\_\_ Membership Number \_\_\_\_\_ Date \_\_\_\_\_

## **J: TERMS AND CONDITIONS**

- a) A member must have been contributing and been active for a minimum period of 4 months.
- b) The loan application form must be completed and supported with 3 most recent payslips certified by the employer and any relevant supporting document(s)
- c) Any ALTERATIONS made on the loan application form shall automatically disqualify the applicant
- d) Self-employed members should attach 6 months bank statements and a standing order for the principal and interest repayment.
- e) Variations on the standing orders MUST be communicated to the management.
- f) The loan MUST be fully secured (by either self, guarantors or collateral)
- g) No member will be permitted to suffer total deductions including savings, loan repayment and interest more than two-thirds of his/her basic income.
- h) New loans will be given subject to the previous loan being regularly serviced.
- i) No member shall withdraw his deposits unless all loans are repaid and all loans guaranteed are cleared or replacement guarantors sought for the same.
- j) The funds for the loan approved will be net of the insurance premium.
- k) This loan shall be subject to any variations in the credit policy, Sacco by-laws or any Regulations by the regulators.
- l) By signing this contract, the borrower will be deemed to have exercised his/her freedom to enter into the agreement, understood the suitability of the product and the terms and conditions of the contract.

m) In the event that this loan is not paid for three consecutive months, it shall be deemed to be defaulted and the following shall apply:

- i. The entire balance of this loan will immediately become due and payable.
- ii. All deposits owned and any interest due will be offset against the balance owed.
- iii. Any remaining balance will attract a 15% charge one off.
- iv. The amount in debt shall be subjected to debt collection by the appointed debt collector.
- v. The defaulter's personal information and details regarding the loan default shall be disclosed to Credit Reference Bureau without any reference.
- vi. Any collateral pledged against the loan shall be attached to recover the amount defaulted.
- vii. Any defaulted amounts shall be subjected to legal proceedings.
- viii. Vision Sacco Limited shall publish defaulter's name during General Meetings.
- ix. Vision Sacco Limited shall approach defaulter's employer for information and loan recovery.

**K: BORROWER'S DECLARATION:**

I hereby declare that the foregoing particulars are true to the best of my knowledge and agree to abide by the laws of the Society, the loan policy, and any variations by the Credit Committee in respect of Section E above. I declare that I am not indebted to any other Credit Society, Bank or Loan agency (except as listed herein) either as borrower or endorser.

**SIGNATURE .....**.....**DATE .....**.....

**FOR OFFICIAL USE: Outstanding Loan Details**

**Loan Details (For Super Plus Loan)**

Type of loan	Balance (Ksh.)
<b>Total Loans Outstanding</b>	
Interest Charged (2%)	
<b>Total Recovery</b>	

**Loan Details (For Top Up)**

Type of loan	Balance (Ksh.)
Development Outstanding	
<b>Total Recovery</b>	

**Loan Details (For Top Up 1)**

Type of loan	Balance (Ksh.)
Development Outstanding/SPL/Top Up	
Interest Charged (1.5%)	
<b>Total Recovery</b>	

**Loan Details (For Loan boosters)**

Type of loan	Balance (Ksh.)
Instant	
Emergency	
School fees	
Super School fees	
Interest Charged (10%)	
<b>Total Recovery</b>	

**Reasons for deferred loans:**

Incomplete information, lack of supporting documents, timeliness, inadequate funds, Renegotiate loan terms or purpose, Board decision without further reference.

**Reasons for Rejected Loans:**

Inability to repay, bad repayment history, Loan not in proportion to Deposits, Clear outstanding loan, Lack of proper security, Excessive loan frequency, M/ship period, Negligible purpose.

**SECTORAL CLASSIFICATION OF CREDIT FINANCING BY REGULATED SACOS**

CODE	ECONOMIC SECTORS	
1000	AGRICULTURE	
	1100 Crop Farming	
		1110 Tea Farming
		1120 Coffee Farming
		1130 Sugarcane Farming
		1140 Other Cash Crops Farming e.g. cotton, sisal, etc.
		1150 Rice Farming
		1160 Other Cereals Farming such as maize, wheat, sorghum. Millet etc
		1170 Legumes such as beans, peas, snow peas, cow peas, French beans etc
		1180 Horticulture crops such as vegetables, fruits, flowers
		1190 Roots & tubers such as Irish potatoes, sweet potatoes and cassava
	1200 Animal Production	
		1210 Dairy farming
		1220 Beef Production
		1230 Poultry Farming
		1240 Bee keeping
		1250 Rabbit Farming
		1260 Sheep and Goat Rearing
		1270 Pig Farming
		1280 Others
	1300 Agricultural supporting services	
		1310 Agricultural machinery such as truck, tractors and other farm tools
		1320 Water, Irrigation and supporting services
		1330 Veterinary and related services
	1400 Agribusiness	
		1410 Agricultural equipment and accessories
		1420 Dealers in Agro-chemicals, seeds and other farm inputs
		1430 Distribution of farm produce
	1500 Forestry and Logging	
		1510 Agro forestry
2000	TRADE	
	2100 Wholesale and Retail	
		2110 Wholesale
		2120 Retail
	2200 Transport	
		2210 Public service transport
		2220 Purchase of motor vehicle accessories
		2230 Transportation of goods
	2300 Hospitality	
		2310 Accommodation, restaurants, conference facilities, event planning & outside catering, theme parks (wedding and others)
		2320 Schools and kindergartens
		2330 Medical clinics and equipment
	2400 Foreign Trade	
		2410 Import
		2420 Export
3000	MANUFACTURING AND SERVICING INDUSTRIES	
	3100 Cottage Industry	
		3110 Jua-kali Industry
		3120 Small scale Agricultural Produce processing
		3130 Dressmaking Industry

	3140 Leather tanning
	3150 Carving and handcrafts
	3200 Servicing Industry
	3210 Motor vehicle repairs
	3220 Professional services such as Barber shops
	3230 Working capital for learning institutions, churches & business enterprises
	3240 Promotion of local tourism
	3300 Information, Communication and Technology
	3310 Computer services and Internet
	3320 Computer software and hardware
	3330 Telecommunication Equipment
4000	<b>EDUCATION</b>
	4100 Education and related services
	4110 School fees for primary and secondary schools including shopping and accommodation
	4120 College fees, University fees, training fees, seminar fees
	4130 Research and scientific activities, etc.
5000	<b>HUMAN HEALTH</b>
	<b>5100 Human health and related services</b>
	5110 Medical Bills, purchase of medicine
	5120 Maternity Bills and expenses
6000	<b>LAND AND HOUSING</b>
	<b>6100 Land</b>
	6110 Purchase of plots
	6120 Land purchase services such as surveying and valuation
	<b>6200 Housing</b>
	6210 Construction of multiple residential buildings
	6220 Construction of commercial buildings
	6230 Construction of single residential dwelling units
	6240 Renovations of the buildings
7000	<b>FINANCE, INVESTMENTS AND INSURANCE</b>
	7100 Microfinance
	7110 Payment to microfinance loans
	7200 Commercial Banks
	7210 Payment to Commercial bank loans
	7300 Mortgage Finance
	7310 Purchase of residential property/payments to mortgage loans in other financial Institutions
	7400 Insurance
	7410 Payment to insurance policies
	7500 Investments
	7510 Buying of Sacco shares
	7520 Purchase of quote shares, unquoted shares, treasury bills & bonds, commercial papers, unit trusts and other quoted public funds
	7530 Paying personal debts to non-registered institution
8000	<b>CONSUMPTION AND SOCIAL SERVICES</b>
	8100 Utilities
	8110 Expenses incurred relating to car and electronic repairs, bills like electricity, sewer, water, decoder, personal debts to family members and friends etc.
	8200 Utilities
	8210 Household necessities like food, beverages and basic household products.
	8300 Consumer Durables
	8310 Goods that do not wear out quickly like automobiles (cars), books, household (home appliances, consumer electronics, furniture, tools, etc.) sports equipment, jewelry, toys, etc.
	8400 Social and communal expenses
	8410 Burial expenses, wedding expenses, rites of passage expense