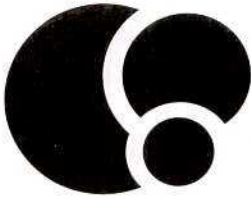


# COSMOPOLITAN DEPOSIT TAKING SACCO LTD

P.O. Box 1931-20100 NAKURU TEL: 0722 388 616 / 0111 003 500

[www.cosmopolitansacco.com](http://www.cosmopolitansacco.com) E-mail: [info@cosmopolitansacco.co.ke](mailto:info@cosmopolitansacco.co.ke)



UNITED WE GROW

NAIVASHA BRANCH: 0700470339 | BAHATI BRANCH: 0700470342

MOLO BRANCH: 0716 861 224 | NAROK BRANCH: 0717 546 502

GILGIL SATELITE: 0796471764 | SUBUKIA SATELITE: 0790 261 086

MWISHO WA LAMI SATELITE: 0115 819 417

## LOAN APPLICATION & AGREEMENT FORM

### A. APPLICANTS PERSONAL INFORMATION

Name.....TSC/P/F No.....M/No.....ID NO.....  
Gender.....Email.....Current Postal Address.....  
Physical address.....Mobile No.....  
Alternative contact person name.....Relationship.....Mobile no.....

### B. EMPLOYMENT DETAILS

Salaried  Business/Self-employed  Self Help Group  Pensioner

#### (i) For Salaried Applicants/Pensioner

Name of the employer.....Telephone.....Postal address.....Town.....  
Physical location.....Designation.....Station.....  
Terms of employment: Permanent.....Contract.....Casual.....Others(Specify).....  
If on contract, specify contract period:.....Expiry Date:.....  
Contract terms: Renewable.....Not renewable.....

*(Attach your current pay slip and those on contract to attach certified contractual documents)*

#### (ii) BUSINESS APPLICANTS

Nature / Type of Business:..... Registration No:.....  
Business Location:..... Year Started:.....  
Average Monthly Sales:..... Monthly Purchases:.....  
Total Expenses:..... Business Income:.....

*(The business proceeds must be evident in members Fosa current account)*

#### (iii) SELF HELP GROUP

Group Name.....Area of Operation.....  
Registration No.....Date of formation.....No. of Group Members.....

*(Attach renewed registration certificate, updated member list, group minutes, Signatories ID & KRA PIN or Group Pin)*

**I hereby apply for (tick)**

**C. LOAN TYPE**

- |   |   |  |
|---|---|--|
| Development Loan <input type="checkbox"/> | Biashara Emergency <input type="checkbox"/> | Refinance Loan <input type="checkbox"/>    |
| Emergency Loan <input type="checkbox"/>   | Biashara Loan <input type="checkbox"/>      | Restructured Loan <input type="checkbox"/> |
| Education Loan <input type="checkbox"/>   | Jijenge Loan <input type="checkbox"/>       | Premium Loan <input type="checkbox"/>      |
| Wezesha Loan <input type="checkbox"/>     | Chama Loan <input type="checkbox"/>         | Pensioner's Loan <input type="checkbox"/>  |
| Contract Loan <input type="checkbox"/>    | FOSA Loan <input type="checkbox"/>          | Education <input type="checkbox"/>         |

**LOAN PURPOSE(Tick appropriate Sector)**

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> Agriculture  | <input type="checkbox"/> Trade                         | <input type="checkbox"/> Manufacturing/Service Industries |
| <input type="checkbox"/> Education    | <input type="checkbox"/> Land/Housing                  | <input type="checkbox"/> Financial Investment/Insurance   |
| <input type="checkbox"/> Human Health | <input type="checkbox"/> Consumption/Social Activities | Specify.....  |

**N.B. ALTERATIONS TO BE COUNTER SIGNED FOR**

**D. LOAN PARTICULAR (LOAN APPLICATION DETAILS)**

Amount applied for Kshs..... Amount in word) .....

Repayment period in months.....

Mode of Payment: Check Off :  Standing Order:

Date of the standing order (For cash loans only):.....

**E. SECURITY DETAILS (TICK)**

Salary  Deposits  Guarantors  Collateral

Others specify \_\_\_\_\_

**GUARANTORS SCHEDULE**

We the undersigned hereby accept jointly and severally 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 deposits 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.

| ACCOUNT NO. | NAME | DEPOSITS | ID.NO | MEMBER NO | SIGNATURE | DATE |
|-------------|------|----------|-------|-----------|-----------|------|
|             |      |          |       |           |           |      |
|             |      |          |       |           |           |      |
|             |      |          |       |           |           |      |
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**NB: Attach guarantors I.D copy**

**LOAN AGREEMENT/DECLARATION**

1. My current/future employers are authorized to deduct and directly remit from my salary or wages the amount indicated herein or as may be advised by the society as monthly repayment until loan is fully paid. These instructions shall remain irrevocable until the loan and interest is fully repaid.
2. If self employed I shall 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 orders while the amount herein remains un paid.
3. I understand that the society may at its sole discretion, treat as a breach of loan conditions should I revoke the instructions above without the prior written consent of the society.
4. I understand that I am obliged to repay the loan amount and interest as stipulated in this agreement or as may be advised by society from time to time. In the event I default the loan or in any manner breach the loan conditions, the society reserves the right to recover the amount under this agreement by settling off against my deposits or other monies held in my account(s) with the society or employ any other means to recover the outstanding amounts including attaching my property.
5. I understand in the event I default the loan the society reserves the right to share my credit information with other financial institutions, public authorities and the licensed credit reference bureaus subject to any applicable law. In the event of the disclosure of my credit information as stated above, I shall have no claim against the society or any of its officers, directors or agents.
6. In case of buy off by another financial institution, I understand the loan will be subjected to the tariffs set by the board
7. In case of a FOSA Loan, I declare I shall not change my pay point to elsewhere until my loan facility is fully repaid.
8. Incase my employer fails to effect my loan deductions in time I will remit the deductions for the month(s) not paid.
9. Society reserves the right to bridge/clear any loan as governed by the Sacco credit policy.

**F. GENERAL TERMS**

It is hereby mutually agreed/declared the following terms and conditions in addition to the foregoing shall apply to this agreement:-

- (a) The loan shall be available to the borrower on completion to the satisfaction of the society of all formalities pertaining to the security of the loan
- (b) Society reserves the right to determine, change the rate of interest and or the basis, on which it is calculated.
- (c) The loan repayment shall be on monthly basis as per the agreement
- (d) Fees and charges shall be paid by the borrower in accordance with the prevailing society tariffs and as per the valuer and lawyer’s fees in case of collateral.

- (e) In the event of default the society reserves the right to involve the society debt collectors to follow up the debts at the cost of the member.
- (f) The security offered must be sufficient to secure the loan
- (g) The society may at its discretion reject a guarantor / the security offered by the applicant as per the sacco policy

**DATA PROTECTION AND PRIVACY CONSENT**

Cosmopolitan Deposit Taking SACCO is committed to complying with the requirements of the Data Protection ACT and the attendant regulations as well as global best practices regarding the processing of your personal and sensitive data. In this regard, you are required to acquaint yourself with our data privacy statement <https://cosmopolitansacco.com/about/data-privacy-statement/> which is intended to inform you on how we use your personal and sensitive data and describes how we collect and process your personal and sensitive data during and after your services with us.

We would like to use your details to provide your information to third party like CRB, valuers, lawyers, debt collectors, auctioneers and Government Agencies.

Please tick the relevant box below if you agree or disagree:-

- I consent and agree to collection, processing and usage of my personal data for the purposes outlined above.
- I decline giving consent for collection, processing and usage of my personal data.

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

**H. FOR OFFICIAL USE**

Recommended amount.....

CRB Status: Listed  Not Listed

Any comment: \_\_\_\_\_

**Application received and recommended by:**

Name.....

Sign.....Date:.....

Any Special Consideration remarks/ notes:.....

Recommended amount by the Checker:.....

**(Loan deferred/Rejected/Reviewed)**

Reason:.....

Name:.....Sign:.....Date:.....

Approved Amount by Branch/Credit Manager: \_\_\_\_\_

Name:.....Sign:.....Date:.....

Authorised Amount by C.E.O/Deputy C.E.O \_\_\_\_\_

Name:.....Sign:.....Date:.....

**CREDIT COMMITTEE**

Loan Approved amount.....Recoverable in.....Months

Credit Committee Minute No.....

Chairman's Signature.....Date:.....

Secretary's Signature.....Date:.....

Member's Signature.....Date:.....