



Customer Friendly Financial Partner

Orient SACCO Ltd.

Section Nine Thika
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STAFF AND BOARD LOAN

APPLICATION AND ACCEPTANCE FORM

To be used by Staff and Board Members of Orient SACCO Ltd. Only

Requirements:

1. Form to be completed in duplicate and as appropriate using block/capital letters.
2. Attachments (a) Photocopy of ID (Both sides) (b) Three most recent original pay slips

Date of Application..... FOSA Account No.....

A. APPLICANT'S PERSONAL AND EMPLOYMENT DETAILS

Surname..... Other Names..... Member No:

Date of Birth..... ID/No: PIN No. Cell Phone.....

Employer Terms of Service (Permanent, Temporary, Contract)

Date of Employment: Designation.....

TSC/Staff No: School/WorkStation.....

Present Address P.O. Box..... Code..... Town.....

Gross Pay: Ksh..... Net Pay: Ksh.....

B. LOAN DETAILS

New Loan Top-Up (Tick as appropriate)

Loan applied for Ksh.....

Amount in words.....

Repayment Periods (months): Interest Rate P.A..... (%)

The purpose of this Loan is.....

C. BORROWER'S DECLARATION

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief. I agree to abide to the society's bylaws and loan policy. I further declare that I have understood the terms of this loan product and I hereby authorize Orient SACCO Ltd. to credit the proceeds of this loan to my account in the FOSA. I do accept personal liability for the repayment of the principal and interest amounts until full settlement is done.

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

ACCEPTANCE BY BORROWER

Terms accepted by borrower (Tick as appropriate)

Accepted Not accepted

D. Guarantee & indemnity guarantors

We the undersigned have read and understood the conditions for granting the loan to Mr. /Mrs.

.....and hereby accept

Jointly and severally liability for the loan in the event the borrower's default in payment.

Name..... A/C No..... Employment No sign.....

Name..... A/C No..... Employment No sign.....

Name..... A/C No..... Employment No sign.....

Name..... A/C No..... Employment No signs.....

Applicants' Declaration (Credit Reference Bureau Clause)

I..... ID No.....

Authorize Orient SACCO Limited to carry out credit Checks with or obtain my credit information from credit reference bureau. In the event of the account going into default, I consent to my name, transaction and default details being forwarded to a credit reference bureau for listing. I acknowledge that this information may be used by banking institutions and other credit grantors in assessing applications for credit by me, associated companies, and supplementary account holders and for occasional debt tracing and fraud prevention purpose.

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

E. DECISION (For Official Use Only)

I) Recommendations by Credit Manager.

I certify that the information and the borrower's details are correct as per attached documents and recommend a loan of Ksh..... (Amount in words).....

Repayment Period..... Monthly Repayment Ksh.....

Outstanding Loan balance Kshs to be cleared.

Name of the Credit Manager.....Signature..... Date.....

II) Recommendations by the Chief Executive Officer.

I confirm that the applicant is a board / Staff member of Orient SACCO Ltd. and recommend him/her for the loan of Ksh.....Amount in words.....

Repayment Period.....Monthly Repayment Ksh.....

Name of the Chief Executive Officer.....Signature..... Date.....

Board Decision

(Tick as appropriate) Approved Not Approved

Loan Amount approved Ksh..... Period (months).....

Approved by:

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

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

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

DISBURSEMENT

Amount disbursed Ksh.....TO A/C NO.....

Cheque No.....Date.....

Name.....Signature.....