



**Limlak
SACCO**

LIMLAK SACCO SOCIETY LIMITED

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LIMLAK LOAN APPLICATION FORM

Checklist - Documents to attach to this application

| INDIVIDUAL BORROWER | | COMPANY/ BUSINESS CHECKLIST | |
|--|--|---|--|
| Certified 6 Months Bank Statements-latest | | Certified 6 Months Bank Statement- latest | |
| Proposed security eg title, log book-copy, etc | | Proposed security eg title, log book-copy | |
| Estimated monthly income - expenses | | Audited Accounts for the last 3 years | |
| Sketch maps- business & residence | | Sketch maps- business & owner(s) residence | |
| Copies of ID's, PIN for parties in the loan | | Copies of ID's, PIN for parties in the loan | |
| Valuation Report, if available | | Valuation Report, if available | |
| Schedule of current stock and its value | | Schedule of current stock and its value | |
| Schedules of: a) Debtors and b) creditors | | Schedules of: a) Debtors and b) creditors | |
| Letters of offer for outstanding loans | | Letters of offer for outstanding loans | |
| Business permit, Photos | | Certificate of Incorporation / Registration cert. | |
| Budget-Use of proposed loan funds | | Memorandum & articles of association | |
| | | Resolutions to borrow | |
| | | Updated CR12 (internal) | |

LOAN PARTICULARS

Branch _____ Application date _____

ACCOUNT NAME _____ MEMBER NO _____

Amount applied: Ksh _____ In words _____

Purpose _____ Repayment period _____

BUSINESS OWNER(S) If more than one, attach for others

Name _____ National ID/No _____ PIN No. _____

Town of residence _____

Date of Birth _____ Place of birth _____

Postal Address _____ Town _____ Email _____

Mobile Numbers _____

Marital status _____ If Married, Name of Spouse _____ Mobile No _____

Occupation, if different from business _____

If employed, name of employer _____ Tel contact _____

No. Of children/dependants _____ If school going, name of school(s) _____

Residence (attach sketch map) _____ Street _____ House/Plot No _____

Is it owned/rented _____ If rented, name & contacts of landlord _____

Nearest land mark _____ Your regular place of worship _____

Position (s) held in the community _____

REFERENCES

| REFERENCE TYPE | NAME | MOBILE NO. |
|----------------|------|------------|
| Relative | | |
| Supplier | | |
| Customer | | |
| Landlord | | |
| Guarantor | | |

BUSINESS/OCCUPATION DETAILS

Nature of Business _____ Type/Sector _____

Trading as (brand name, if different) _____

Location of business _____ Street _____ House/plot _____

Duration in this location _____ If rented, monthly rent _____

Duration in this Business _____ Total duration in business _____

Number of Staff/workers: Permanent _____ Casual _____ Total _____

Major products _____

Major market(s) _____
Major suppliers _____
Major customers _____
Major competitor(s) _____
Branches & associated businesses _____
Monthly sales (Ksh) _____ business expenses _____ Net _____
Other (all) expenses _____ borrowing ability _____
Is the borrowing within the borrowing powers (if company) _____?
Proposed security-----

CREDIT HISTORY

Loan(s) borrowed with LIMLAK _____ current balance _____
Loan(s) borrowed with Saccos, MFIs or Banks _____ current balance _____
(Attach certified bank statement for each loan)

Remarks on any previous default history _____

AUTHORITY TO ACCESS AND PROCESS MY DATA

I/We have authorized LIMLAK Society ltd to access, process and share my personal data to third parties that assist in service delivery. I release LIMLAK society ltd and its officers, employees and agents from all claims, actions or proceedings of whatsoever nature and howsoever arising, suffered or incurred in connection with access and processing of my personal data.

DECLARATION

I/We confirm that the above information given by me/us is true and factual and hereby give express authority to LIMLAK Sacco to confirm any other particulars, including with provided referees and the credit reference bureau (CRB). I also abide by Limlak credit terms as set out in the letter of offer specific to me in consideration of this request

Signed by the borrower(s)

Name _____

ID No _____ Signature _____

GUARANTOR(S) [AS APPLICABLE]

I/We the undersigned members of Limlak Sacco hereby guarantee

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 to secure loan from Limlak Sacco. We further undertake to accept joint and several liability for any loss of Sacco funds through default by the principal member through our deposits, interest and dividends and hereby accept the same to be deducted to repay the loan should the principal borrower default in loan repayment.

| NAME | MEMBER NO | TOTAL DEPOSITS | GUARANTEED AMOUNT | SIGNATURE |
|------|-----------|----------------|-------------------|-----------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

LIMLAK OFFICIAL WITNESS (RELATIONSHIP OFFICER)

I, _____ hereby witness the borrower(s) signature

LIMLAK official’s signature _____ Date _____

APPRAISAL REMARKS (attach call report, turnover analysis and other references)

Business assessment verdict (attach call/visit report) _____

Ability (attach workings): incomes – expenses = net ability _____

Account operations verdict (attach turnover analysis) _____

Credit history at LIMLAK Sacco society Ltd _____

Credit history in other financial institution(s) _____

CRB Rating _____

Security/Collateral valuation & overall adequacy _____

RECOMMENDATION

Status: Approved, rejected or differed (with reason) _____

Approved amount _____ Repayment period _____ Installments _____

Recommended by _____ Signature _____ Date _____

TECHNICAL CREDIT COMMITTEE (TCC) APPROVAL

| NO. | Name | Signature | Date |
|-----|------|-----------|------|
| 1 | | | |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |

BOARD CREDIT COMMITTEE APPROVAL

| NO. | Name | Signature | Date |
|-----|-----------------------|-----------|------|
| 1 | DAVID MUORIA NDUNGU | | |
| 2 | ROBERT MWAURA GITONGA | | |
| 3 | SAMUEL MUNYAKA | | |

APPROVAL BY THE FULL BOARD

APPROVAL MINUTE NO.....

PAYMENT SECTION;

| Amount Approved (Consistent with the approved amount | KSH | KSH |
|---|------------|------------|
| Deductions | | |
| Loan Insurance (.75%+Ksh 500) | | |
| Loan Form Fees | 1,000 | |
| Loan Processing Fees | | |
| Top Up Loan Balance: PRINCIPAL | | |
| : INTEREST | | |
| Appraisal Transport Charges | | |
| Property Transfer/Charge/In charge Charges | | |
| Automobile Tracking Device | | |
| Property Valuation Fees | | |
| Share Capital Deduction | | |
| Urgent Loan Application Fees | | |
| Other Charges (Specify) | | |
| 1 | | |
| 2 | | |
| Total Deductions | | |
| Net Amount | | |

LOAN DISBURSEMENT FINANCE DEPARTMENT

MODE OF PAYMENT; CHEQUE M-PESA RTGS EFT OTHERS.....

REFERENCE NUMBER (M-pesa Code, Cheque Number, payment voucher folio etc.)

BANK.....BRANCH.....A/C No.....

[Attach evidence eg copy of the bank card]

OR

MPESA NO.....

Confirmation/signed by the borrower.....