



**Azima Sacco**  
YOUR GROWTH. OUR COMMITMENT

**P.O BOX 1124-01000, THIKA TEL: 0714479004, 0737 727528**  
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**LOAN APPLICATION FORM AND AGREEMENT - A:**

*To be completed by the applicant after carefully reading and understanding the basic rules and requirements.*

- No alterations are allowed.
- Short term loans – Attach current original payslip.
- Long term loans – Attach current original payslip and a copy of ID.
- Guarantor to sign the Loan form **ONLY** when the Loan Particulars Section (No.3) has been ticked.

**1. PERSONAL DETAILS:**

Name of the Member: \_\_\_\_\_ ID/Passport No. \_\_\_\_\_  
M/No: \_\_\_\_\_ Contact No: \_\_\_\_\_ Postal Address \_\_\_\_\_ Postal Code \_\_\_\_\_  
Physical Address: Town \_\_\_\_\_ Estate: \_\_\_\_\_ Street \_\_\_\_\_  
Email Address \_\_\_\_\_ Gender: Male/Female \_\_\_\_\_

**2. EMPLOYMENT DETAILS:**

Name of the Employer \_\_\_\_\_ Telephone No \_\_\_\_\_  
Postal Address \_\_\_\_\_ Postal Code \_\_\_\_\_ Town \_\_\_\_\_  
Physical Location \_\_\_\_\_  
Position/designation \_\_\_\_\_  
Employment Terms: Permanent ☐ Seasonal ☐ Casual ☐ Others (Specify) ☐

**3. LOAN PARTICULARS:**

**Kindly Tick where applicable:**

Loan Type	Repayment Period	Interest Rate Per Month	<input checked="" type="checkbox"/>	Loan Type	Repayment Period	Interest Rate Per Month	<input checked="" type="checkbox"/>
Okoa Mwezi	1 month	5%	<input type="checkbox"/>	Super Loan	36 months	1.6%	<input type="checkbox"/>
Salary Advance	6 months	5%	<input type="checkbox"/>	Normal Loan	72 months	1%	<input type="checkbox"/>
Emergency Loan	12 months	1.25%	<input type="checkbox"/>	Jijenge Loan	78 months	1.1%	<input type="checkbox"/>
Masomo Loan	18 months	1.25%	<input type="checkbox"/>	Jipange Loan	84 months	0.84%	<input type="checkbox"/>
Pineapple Loan	24 months	1.75%	<input type="checkbox"/>				<input type="checkbox"/>

I, \_\_\_\_\_ hereby apply for a \_\_\_\_\_ Loan  
of Kshs. \_\_\_\_\_ (amount in words) \_\_\_\_\_

For a period of \_\_\_\_\_ months commencing from \_\_\_\_\_

Mode of Repayment: Check off ☐ Standing Order/Funds Transfer ☐ Cash/Mobile Transfer ☐ Direct Debit ☐

**4. LOAN PURPOSE:****(Tick where appropriate)****SECTORIAL CLASSIFICATIONS OF CREDIT FINANCING BY DT-SACCOS:**

<b>1. AGRICULTURE</b>	<input checked="" type="checkbox"/>	<b>5. HUMAN HEALTH</b>	<input checked="" type="checkbox"/>
[a] Crop Farming		[a] Human health and related services	
[b] Animal Production		<b>6. LAND AND HOUSING</b>	
[c] Agricultural Supporting services		[a] Land	
[d] Agribusiness		[b] Housing	
<b>2. TRADE</b>		<b>7. FINANCE INVESTMENT AND INSURANCE</b>	
[a] Wholesale and Retail		[a] Microfinance	
[b] Transport		[b] Commercial Banks	
[c] Hospitality		[c] Mortgage Finance	
[d] Foreign Trade		[d] Insurance	
		[e] Investment	
<b>3. MANUFACTURING &amp; SERVICING INDUSTRY</b>		<b>8. CONSUMPTION &amp; SOCIAL SERVICES</b>	
[a] Cottage Industry		[a] Utilities – domestic expenditure	
[b] Servicing Industry		[b] Utilities – food expenditure	
[c] Information Communication and Technology		[c] Consumer Durables	
<b>4. EDUCATION</b>		[d] Social and communal expenses	
[a] Education and related services			

**SECURITY DETAILS:**

Salary ☐ Deposits& Savings ☐ Guarantors ☐ Terminal Benefits ☐  
 Any other funds due to me from the Society ☐

**5. GUARANTORS PARTICULARS:**

In consideration of granting the above loan or any other lesser amount that may be approved, We, the undersigned hereby accept jointly and severally liabilities for its payment in the event of the borrower's default. We understand that the amount in default may be transferred to us or be recovered by offset against our deposits held in the society at the time the loan was approved by attachment of salary or property and that we shall not be eligible for loans until the amount in default has been cleared in full.

No	M/NO	NAME	ID/NO	MOBILE NO.	SIGNATURE
1					
2					
3					
4					
5					
6					

## 6. **DECLARATION:**

I \_\_\_\_\_ hereby declare that the foregoing particulars are true to the best of my knowledge and belief. I agree to abide by the Terms and Conditions of the Society, the Credit Policy and variations by the Credit Committee in respect of Section (3) above, and any other future amendments at any time.

I will remain committed to my monthly repayment by any mode of payment acceptable by the Society.

I hereby authorize the necessary deductions or any other interest applicable, to be made from my salary as repayment for this loan. I also irrevocably authorize the Society to set off at any time all monies held by the Society against my indebtedness arising from this facility now or in future whether several or joint, actual or principal debtor and at any time to offset without notice.

I further declare that in case the loan is not deducted/deductions delayed by employer; I will be required to pay my loan using other means of payment every month to avoid accrual of interest until action is taken by the employer and in the event that I leave/change employer/employment; I will remain committed to my monthly repayment.

I do also authorize the Society to share my credit information with Credit Reference Bureau. In the event my loan falls in default, I authorize the Society to list my name with CRB, share personal details to the approved third party in respect to debt collection i.e. lawyers, debt collectors, auctioneers, guarantors and any other party that may be involved in recovery process. All recovery cost will be at my expense.

I declare that am not indebted to any other credit society.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witnessed by (MUST be an active member of the Sacco):** \_\_\_\_\_ **M/NO** \_\_\_\_\_

**Witness Signature:** \_\_\_\_\_ **Mobile No:** \_\_\_\_\_

## **FOR OFFICIAL USE ONLY:**

### 9. **BACK OFFICE LOANS:**

#### **CREDIT DEPARTMENT (LOAN APPRAISAL):**

##### **QUALIFICATION:**

Deposit x .....

1. Basic salary: hourly rate x standard hours in a month + house allowance.....

2. 2/3 rule: basic salary x 66% = .....

3. Statutory deduction:

PAYE:.....

NSSF.....

NHIF.....

UNION.....

DEPOSITS.....

PENSION.....

INSURANCE.....

OTHER SOCIETY LOANS.....

OTHER INSTITUTION LOANS.....

4. TOTAL.....

5. Disposable income = NO. 2 above minus No. 4 = .....

6. Qualifying amount = disposable income less monthly interest x period

**NOTE:** *Qualifying loans plus other SACCO loans should not exceed deposits x 3*

**FRONT OFFICE:**

**BASIC SALARY + HOUSE ALLOWANCE X 0.33% = DISPOSABLE INCOME**

Disposable income X 0.66 X No. Months    A.        KSHS:.....

Deposits X3 Less BOSA Loans                      B:        KSHS.....

Outstanding Azima SMS Loan Kshs.....

Outstanding Salary Advance Loan Kshs.....

Outstanding Super Loan Kshs.....

Outstanding Pineapple Loan Kshs.....

Any Other Front Office Loan Kshs.....

**Amount Recommended Kshs.** .....

Official Name .....Designation.....

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

**Approved By:**    **Credit Manager/Assistant Credit Manager**.....Date.....

**Checked by:**    **Internal Auditor**.....Date.....

We have examined this application in conjunction with the office remarks and have decided as follows: -

**Loan approved Kshs:** \_\_\_\_\_ **Recoverable in** \_\_\_\_\_ **Installments.** \_\_\_\_\_

**CREDIT COMMITTEE MIN. NO:** \_\_\_\_\_

Chairman \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_

Member \_\_\_\_\_ Date \_\_\_\_\_

**OTHERS**

Cheque No. \_\_\_\_\_ for Kshs. \_\_\_\_\_ dated \_\_\_\_\_

Received by name \_\_\_\_\_ Signature \_\_\_\_\_ date \_\_\_\_\_