



**UMOJA  
WENDANI  
SACCO**  
Growing Together

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## CORPORATE / GROUP LOAN APPLICATION FORM

**SNO**

Loan application/agreement for

Member No ..... Receipt No .....  
Amount .....

### A: CORPORATE / GROUP / CHURCH INFORMATION

Legal Name (s) ..... Certificate No .....  
(Names should be as it appears on the Registration certificate)  
Applicant's Address ..... Physical Address .....  
Contact Person Full Names ..... Role/Position .....  
(Names should be as it appears on the ID)  
Contact Person Mobile No. ....  
Amount of loan applied (In figures) Kshs ..... (In words) .....  
..... Repayment Period .....  
Purpose of the loan .....  
Outstanding loan balance Kshs (if any) .....

### B: SECRETARY / TREASURER INFORMATION

Name ..... Phone .....  
(Names should be as it appears on the ID)  
Postal Address .....  
Resident Estate ..... Hse No .....

### C: SECURITY OFFERED

Deposits, guarantor's deposits, title deed .....

### D: SECURITY OFFERED

We the undersigned hereby accept jointly and severally liability for the repayment of the loan in the event of the borrowers default. We understand that the amount in default maybe recovered by offset against our deposits in the society and that we shall not be eligible for loans unless the amount in default has been cleared in full.

**VISION:** To empower communities economically and socially

**MISSION:** Uplift the socio-economic status of our members by offering affordable and diversified financial services

**CORE VALUES:** Integrity, Accountability, Customer focus, Transparency, Professionalism and Team work

**GUARANTORS (ATTACH COPIES OF ID)**

MNO.	NAME.	DEPOSITS.	SIGN.	ID NO.	PHONE.
<b>TOTAL</b>					

**E: CREDIT HISTORY** (Loan With Other Banks,saccos, Microfinance Institutions, Etc.)

INSTITUTION	AMOUNT	PERIOD	INSTALMENT	LOAN STATUS
<b>TOTAL</b>				

Comments by the Credit Officer .....

**F: MONTHLY TURNOVER**

INCOMES	EXPENDITURES
Business	
Members Contribution	
Farming	
Rental	
Others	
Total	
Surplus/Deficit	

Comments by the Credit Officer .....

## G: TERMS AND CONDITIONS

### Corporates/Groups

- 1.The Group must complete the form in full and any incomplete form will be returned unconsidered.
- 2.The Group must have been a contributor for a minimum of six months.
- 3.Guarantors must be members of the society.
- 4.The total loan granted shall not exceed three times member's deposit and is repayable in a period not exceeding 48 months.
- 5.The guarantor must undertake to assist the society to make sure that the borrower repays his/ her loan within the specified period.
- 6.The total applicant's deposits together with those of guarantors must be equal to or more than the loan applied for.
- 7.Any Boosting of deposits for the purpose of acquiring a loan must wait for a period of 6 months so as to be considered.
- 8.Loan repayment should be on a monthly basis.
- 9.Loans are granted subject to availability of funds.
- 10.The loan processing fee is 1% of the amount applied but a minimum of Kshs 600.
- 11.Interest charged is at 1.2% per month on reducing balance.
- 12.Attach the Group or Company Registration Certificate.
- 13.Attach copies of IDs of Group Members & Company Directors.
- 14.Attach minutes extract resolving to apply for the loan.
- 15.The applicant should be ready to provide other relevant documents as requested by the office.

### Churches

- 1.The Church must complete the form in full and any incomplete form will be returned unconsidered.
- 2.The Church must have been a contributor for a minimum of six months.
- 3.The total loan granted shall not exceed three times member's deposit and is repayable in a period not exceeding 48 months.
- 4.The guarantor must undertake to assist the society to make sure that the borrower repays his/ her loan within the specified period.
- 5.The total applicant's deposits together with those of guarantors must be equal to or more than the loan applied for.
- 6.Any Boosting of deposits for the purpose of acquiring a loan must wait for a period of 6 months so as to be considered.
- 7.Loan repayment should be on a monthly basis.
- 8.Loans are granted subject to availability of funds.
- 9.The loan processing fee is 1% of the amount applied but a minimum of Kshs 600.
- 10.Interest charged is at 1.2% per month on reducing balance.
- 11.The applicant should be ready to provide other relevant documents as requested by the office.
- 12.Attach minutes of LCB resolving to apply the loan.
- 13.Attach a letter of authority from the Kirk Session acknowledging the loan application & undertaking to guarantee the loan.

## H: DECLARATION

1. We hereby declare that the above particulars are true to the best of our knowledge and agree to abide by laws of the society, the loaning and any other variation by management committee.
2. We declare that we are not indebted to any other Savings and credit co-operative society.
3. We accept to pay all the expenses which might be incurred in the process of this loans recovery.

Chairperson .....

Treasurer .....

Secretary .....

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**I: CREDIT OFFICER APPRAISAL**

Total shares Kshs ..... x3 Ksh ..... less total outstanding loans Ksh .....

Maximum entitlement Ksh ..... Delinquency Ksh .....

**OUTSTANDING LOANS:**

Development/Business .....

School fees .....

Emergency .....

Bima loan .....

Instant loan .....

Total Kshs .....

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

**J: RECOMMENDATION BY MANAGER**

I certify that the application is/is not within the rules and regulations of the society. I also certify that I have scrutinized the applicant's records and found him/her eligible for the loan.

I recommend an amount NOT exceeding Ksh ..... recoverable in ..... months.

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

**K: CREDIT COMMITTEE**

We have today examined the application in conjunction with the information and remarks made and have decided as follows:-

1. Loan approved Ksh ..... Repayment in ..... months.

2. Deffered/Rejected for the following reasons .....

.....

**CHAIRMAN:** Name ..... Signature..... Date.....

**SECRETARY:** Name..... Signature..... Date.....

**MEMBER:** Name .....Signature..... Date.....

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