



**UNITED NATIONS SACCO SOCIETY LTD**  
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**SALARY PERSONAL LOAN APPLICATION & AGREEMENT FORM**

**NB: Please fill in all the required information in this form accurately**

**Loan Application No \_\_\_\_\_**

**PART A: APPLICANT,S DETAILS**

**FOSA/ CO-OP NO: \_\_\_\_\_ Date \_\_\_\_\_ Loan type \_\_\_\_\_**

<p>1. Applicant’s full Names as per National ID Card/Passport _____</p> <p>2. National ID No/Passport No _____</p> <p>3. Date of birth _____ 4. Duty station _____</p> <p>5. Job Title _____</p> <p>6. Agency _____</p> <p>7. E-mail _____</p> <p>8. Cell phone _____</p>	<p>9. Loan Amount _____ Period _____ Amount in words _____</p> <p>_____</p> <p>10. Current contract expiry date _____</p> <p>11. Purpose for which loan is applied _____</p> <p>_____</p>
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**PART B: SECURITY**

**Repayment Guarantee**

We, the undersigned, hereby jointly and severally accept liability for the repayment of the borrower’s loan in the event of default. We understand that the amount in default may be recovered by an offset against our deposits in the Society, by attachment of our property, salary and other benefits, and we hereby authorize the Society to recover the amount from our deposits in the society, attachment of our property, salary and other benefits (as the society may in its absolute discretion elect) equivalent to the amounts we signed as guarantee.

**Caution – Guarantor Details**

Guarantors are strongly advised to read all the information provided in this form by the applicant and terms and conditions contained here in, so as to understand the full implications of signing this part

Index No.	Name(in full)	Signature	Witnessing Guarantors Signature	
			Name	Signature

**Loan Application Requirements**

1. 3 most recent Certified copy your payslips
2. Copy of your National I/D Card or Passport
3. Letter of Contract, duly signed by both the applicant and employer
4. Salary remittance irrevocable declaration form

## **PART C: LOAN AGREEMENT AND DECLARATION**

I \_\_\_\_\_ hereby apply for salary personal loan of Kshs \_\_\_\_\_

(Amount in words) \_\_\_\_\_

for a period of \_\_\_\_\_ months to be paid in installments of Ksh \_\_\_\_\_ or as the Board may decide.

### **Declaration on terms and conditions**

I hereby declare as follows:

- 1) That I have been a member of United Nations Sacco Society Ltd (hereinafter referred to as “The Society”) and my monthly salary is remitted to the Society.
- 2) That I understand that this application will go through a vetting process and should my loan be approved, a loan account will be set up in my name.
- 3) That I understand that The Society may approve or decline an application for credit facility in its absolute discretion. The Society is not obliged to disclose any reason for decline or approval of an application.
- 4) That I understand that interest on all credit facilities will be calculated on daily advanced balances at the prevailing interest rate, and shall be payable to The Society monthly in arrears. Interest will be charged on all amounts owed by myself.
- 5) That all amounts received by The Society will be first apportioned towards overdue interest and charges/fees. Any balance left thereafter will be appropriated lastly towards the principal.
- 6) That The Society may use any information related to me for evaluating the credit application. The Society may also share such information with credit rating or reference agencies. I authorize The Society to use any information that The Society may obtain about me for such purposes as The Society deems appropriate. The Society may disclose information about me to debt recovering agencies, investigation agencies and law firms with a view to recovering any debt due to The Society from myself, at the full expense of my account.
- 7) That I hereby give authority to my present employer to remit my net salary every month to The Society until the loan is repaid in full and I hereby undertake to give similar authority to my future employers in the event that I should leave the services of my present employer before my loan is repaid in full.
- 8) That I confirm that I am in good health and agree to obtain credit insurance cover from the insurance company procured by The Society, for the entire duration of the facility. I further authorize the society to grant me the loan facility approved, less the applicable insurance fees.
- 9) That Unless I instruct The Society on the contrary, The Society is authorized, but not obliged, to act on my banking instructions transmitted through email or facsimile service. I release The Society from, indemnify and hold The Society harmless from and against all actions, suits, proceedings, costs, claims, demands, charges, expenses, losses and liabilities however arising, in consequences of or in any way related to:

-The Society having acted in good faith in accordance with my written email or facsimile instruction(s), notwithstanding that such instruction(s) may have been initiated or transmitted in error or fraudulently altered, misunderstood or distorted in the lines of communication or transmission.

-The Society, having refrained from acting in accordance with my written, telephone, email or facsimile instructions by reason of failure of actual transmission thereof to The Society or receipt by The Society for whatever reason, whether connected with fault, failure or sending or receiving machine not being ready.

-My failure to forward all original copies of facsimile telephone or email instruction(s) to The Society within 48 hours.

- 10) That I agree to accept service of all notices and communication at the last postal, email or physical address given by myself, and the date on The Society’s copy of any such communication is taken to be the date of such dispatch in the absence of proof to the contrary.
- 11) That in the event that I should leave the services of my present employer, I will immediately inform The Society, and any sum of money due to me for any purpose may be utilized to the extent necessary to liquidate any balance remaining in my loan account
- 12) That this authority is unconditional and may not be revoked during the life of the loan without express written consent of The Society as well as my guarantors
- 13) That the foregoing particulars are true to the best of my knowledge and belief and I agree to abide by the by-laws of The Society, the loan policy and any variations by the Credit Committee in respect to Section E below.
- 14) That I agree to comply with the terms and conditions of the loan repayment as approved by the Credit Committee.
- 15) The non adoption of the payroll deduction mode or otherwise, does not in any way discharge me from my obligation of ensuring that the monthly loan repayments are remitted promptly to the society.

**Acceptance**

I confirm that I have read the terms & conditions (as printed above) governing the grant of credit facilities, and agree to be bound by them should my loan application be approved. I further confirm that I have submitted the original loan application form to The Society to facilitate complete loan processing.

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

Name of Witness \_\_\_\_\_ Index No. \_\_\_\_\_

(WITNESS TO APPLICANT'S SIGNATURE)

AGENCY \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PART E: CREDIT COMMITTEE**

Loan approved Ksh \_\_\_\_\_ in words \_\_\_\_\_

\_\_\_\_\_ Recoverable in \_\_\_\_\_ months

Indicate reasons for deferred / rejected loan

**2. Reasons for Rejected Loan**

1. Inability to repay

3. Salary not remitted

5. Ineligible Purpose

2. to clear outstanding loan first

4. Membership Period not met.

6. Lack of proper guarantors or security

Credit Committee's Minute Number \_\_\_\_\_

Chairman's Signature \_\_\_\_\_ Date \_\_\_\_\_

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

**REMARKS**

