

**UNITED NATIONS SACCO SOCIETY LIMITED**  
**P.O BOX 2210-00621, VILLAGE MARKET, NAIROBI, KENYA**

UN Sacco Building  
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 Off Limuru Road



**UN SACCO**  
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**LOAN APPLICATION & AGREEMENT FORM**

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

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

**PART A: APPLICANT,S DETAILS**

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

1. Applicant's full Names as per National ID Card/Passport _____ 2. National ID No/Passport No _____ 3. Date of birth _____ 4. Duty station _____ 5. Job Title _____ 6. Agency _____ 7. E-mail _____ 8. Cell phone _____	9. Loan Amount _____ Period _____ Amount in words _____ _____ 10. Purpose for which loan is applied _____ <u>For asset applicants only</u> 12. Type of asset to be financed _____ 13. Title No./LR No. _____ _____ 14. Quoted/Negotiated Price _____ Valuation figure _____
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**PART B: SECURITY**

The following shall be mandatory for my loan

- (1) Salary      (2) Deposits      (3) Guarantors      (4) Other collateral security required by the society

**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

**PLEASE NOTE THAT LOYALTY LOAN WILL BE ADVANCED OVER A PERIOD LONGER THAN THAT SUPPORTED BY THE CONTRACT I CONFIRM, AS A GUARANTOR, THAT BY SIGNING THIS FORM, I HAVE READ AND UNDERSTOOD THE INFORMATION, TERMS AND CONDITIONS AS PROVIDED IN THIS FORM GOVERNING THE GRANT OF CREDIT FACILITIES.**

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

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

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

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

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

### **Loan application type:**

		Tick			Tick			Tick
1	Normal loan		6	Instant Loan		11	Asset Finance	
2	Normal loan (loyalty)		7	FOSA Salary Advance		12	Emergency	
3	Premier loan (Loyalty)		8	Car Loan		13	Insurance Loan	
4	Premier Loan		9	Dividend Advance		14	Retiree's loan products	
5	Settlement Loan		10	Education Loan		15	Others -	

### **For bridging cases (please tick the loans you want to bridge)**

		Tick			Tick			Tick
1	Normal loan		6	Instant Loan		11	Asset Finance	
2	Normal loan (loyalty)		7	FOSA Salary Advance		12	Emergency	
3	Premier loan (Loyalty)		8	Car Loan		13	Insurance Loan	
4	Premier Loan		9	Dividend Advance		14	Retiree's loan products	
5	Settlement Loan		10	Education Loan		15	Others -	

### **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").
- 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 overdrawn 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) In connection with this application and/or maintaining a credit facility with The Society, I authorise The Society to carry out credit checks with or obtain my credit information from a 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 purposes.
- 8) That I hereby give authority to my present employer to deduct from my salary every month such a sum of money consisting of Principal loan repayment and interest as may be determined by 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.
- 9) 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.
- 10) That I agree to pay all charges, fees, rates, levies or taxes that are or may become payable on any asset offered as security. I also irrevocably authorize The Society to pay such charges, fees, levies or taxes on my behalf and to include them as part of the amount owed by myself.
- 11) 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.

- 12) 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.
- 13) 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
- 14) That this authority is unconditional and may not be revoked during the life of the loan without express consent of The Society as well as my guarantors
- 15) 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.
- 16) That I agree to comply with the terms and conditions of the loan repayment as approved by the Credit Committee.
- 17) 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.

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**

- |                          |                                    |                          |   |                          |  |
|--------------------------|------------------------------------|--------------------------|---|--------------------------|--|
| <input type="checkbox"/> | 1. Inability to repay              | <input type="checkbox"/> | 3. Loan is not in proportion to deposit | <input type="checkbox"/> | 5. Ineligible Purpose                    |
| <input type="checkbox"/> | 2. to clear outstanding loan first | <input type="checkbox"/> | 4. Membership Period not met.           | <input type="checkbox"/> | 6. Lack of proper guarantors or security |

Loan Minute Number \_\_\_\_\_

Head of Credit's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approver 2's Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **REMARKS**

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#### **Loan Application Requirements**

1. Original loan application form
2. Certified copy your latest pays slips
3. Copy of your National I/D Card or Passport
4. Letter of Contract, duly signed by both the applicant and employer
5. Valuation Report for asset loan
6. Supporting documents in case of emergency/School fees.