PRIME-TIME SAVINGS AND CREDIT CO-OPERATIVES SOCIETY LTD.

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ELD/KABARNET ROAD
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CHEPKORIO BRANCH
CHEPKORIO FOSA BRANCH-
ELDORET/KAMWOSOR ROAD
PRIME-TIME SACCO BUILDING
TEL: 0720 749 009
CHEPKORIO

Email: primetimesacco@yahoo.com /Website:www.primetimesacco.co.ke/ SERIAL NO:…………………………..

FOSA LOAN APPLICATION AND LOAN AGREEMENT FORM

I.) GENERAL RULES APPLICABLE TO FOSA LOAN

Applicants must meet the following requirements before submitting his/her form;

1. Loan forms which are not properly filled and dully signed will not be processed.
2. Attach original pay slip (Must be Latest) and copy of I.D card.
3. Defaulted loans will attract a default penalty of 2% of loan balance monthly cumulatively. This is charged alongside the monthly interest.
4. Guarantors must be active BOSA members and will not be allowed to withdraw their BOSA savings unless He/ She find another guarantor for replacement.
5. In the event of :-
   (i) Change of salary pay point by a loanee in the cause of repayment a penalty of 10% of the amount in arrears shall be borne by the guarantor.
   (ii) Legal or other action necessary in relation to your account on recovery of outstanding loan penalties and interest shall be taken. It is binding that legal costs and other reasonable charges will be charged on your account.
6. If the loan is paid in lump sum instead of being cleared in the normal month as agreed, interest charged for 4 months or for the remaining months to clear the loan will be levied.
7. In the event of the employer delays salary payment beyond 15th of proceeding month it is the obligation of the loanee to make payment in cash of the due installment into your loan account.
8. Interest will be charged at the rate of 1.21% per month and will be applied at the end of each month.
9. Risk merging premium of 1.8% of loan granted will be charged on a once off basis before drawn down to cover loan arrears incase of death of a loanee.
10. Guarantors must be ready to assist the FOSA to make sure that the borrower repays all the money guaranteed within specific period.
11. Guarantors must state the amount pledged and dully sign and give all the necessary details required.
12. No member shall be allowed to suffer deductions and it is provided that every borrower should have a take away salary of Kshs 5,000-8,000 after all loans recovered.
13. Members are required to be patient when their loan is being processed. However, one is free to inquire on the progress of their application: canvassing for loans shall not be tolerated.
14. A witness can be any person well known to the applicant, not necessarily a member.

II.) APPLICANTS PARTICULARS (Use Blue or Black pen)

1.Name: MR/MRS/MISS……………………………………………………….……………..……………
(It should correspond to those appearing in the ID Card)
2.ID/PASSPORT NO…………………..TSC/ P.No……………………FOSA A/C NO………….……………
3.Physical address ……………………………….…………...….……...Mobile No…….….……………………………
4.School/Department/WorkStation……………………………….….…Postal Address…………….…….…..……..
5.Employer…………………..……..Net Salary…………….………..FOSA Loans Balance……...…………….
6.**Terms of service:** temporary, contract, permanent (underline the appropriate)

III.) LOAN APPLICATION

I hereby apply or a loan of Kshs………………….. (Amount in words…………………………………………… ………………………………………………………………………………………………………..……..) to be repaid in a period of ……………………..(months) in installment of Kshs………………………………per month (including 1.21% interest) repayment mode by salary through FOSA account.

PURPOSE FOR WHICH THE LOAN IS APPLIED FOR

(For several uses of loan state the amount against each purpose)

i.	…………………………………………………………	Kshs………………………………..
ii.	…………………………………………………………	Kshs………………………………..
iii.	…………………………………………………………	Kshs………………………………..
	TOTAL	**Kshs………………………………..**

SECURITIES OFFERED **(i) Salary** **(ii) Guarantors**

DECLARATION

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief and agree to abide by the By-laws of the society, the loaning policy and any variations by the credit committee as deem necessary. I further declare that I have understood the instruction on page one of the form and here by authorize the necessary deductions to be made from my FOSA Account as repayment for the loan and related interest. It is my responsibility to ensure that the loan is repaid as agreed to avoid delay in repayment which shall attract a penalty. I declare that I am not indebted to any other credit society, bank or loan agency (except as listed here either as borrower or endorser)

SIGNATURE OF THE APPLICANT:……………………………………….….. DATE:………………………………

PERSONAL CONSENT CLAUSE

1.By entering into this agreement ,I authorize Prime Time Savings and Credit Co-operative Society Limited to access and query my credit information from any of the licensed Credit reference bureaus (CRB) on behalf of myself in order to assess my credit worthiness ,wherever and whenever I apply for a new credit facility and during the persistence of such facilities in order to assist Prime Time and Credit Co-operative Society Limited to accomplish its objective and to enforce its rights under this agreement .I further consent to my credit information , both positive and negative ,being shared with a licensed credit reference bureau (CRB).

2. This consent shall not be withdrawn during the period in which my application is pending to or I have an outstanding balance with Prime Time Savings and Co-operative Society Limited.

3. This consent shall automatically terminate upon clearance of all existing loans by myself to Prime Time Savings and Credit Co-operative Society Limited as long as I have no outstanding facilities with Prime Time Savings and Credit Co-operative Society Limited.

Kindly note, by signing this form , you allow Prime –Time Sacco Limited to share your credit information ,both positive or negative ,with Metropol Credit Reference Bureau ,and also to check your credit report for credit appraisal purposes.

Name………………………………..ID No……………….……..Sign…………………… Date……………….

IV. WITNESS

I hereby certify that the applicant is known to me and incase of default I will be able to assist guarantors of his/her whereabouts.

NAME:……………………………………………………………………… I.D NO:……………………………………

PHYSICAL ADDRESS:…………………………………………………………. DATE……………………………….

MOBILE NUMBER:………………………………………… SIGNATURE:……………………………………………

V. PAYMENT GUARANTEE. (To be completed by guarantors)

In consideration in guaranteeing the above loan or any lesser amount that may be approved, we the undersigned herewith accept jointly and severally liability of the repayment in the event of the borrowers default, we understand that the amount default together with penalties, interest on any other collection fee accruing out of the default shall be attached to our salary through FOSA or recovered from our salary through check off or offset against our share/deposits held in the society or by attachment of our property. We individually sign and give our contact address as follows;

Guarantors Details.

1. Guarantors Name:……………………………………..................................I.D No:..……………………………
   P/TSC NO:…………………………. FOSA A/C NO:…………………………..MOBILE NO:………………………
   Amount Guaranteed :………………………(in words…………………………………………………………………
   ……)
   School/Dept/Work place:…………………………………………………Address:……………………………………
   Signature:…………………………………………….. Date:………………………………………………………….

2. Guarantors Name:……………………………………..................................I.D No:..……………………………
   P/TSC NO:…………………………. FOSA A/C NO:…………………………..MOBILE NO:………………………
   Amount Guaranteed :………………………(in words…………………………………………………………………
   ……)
   School/Dept/Work place:…………………………………………………Address:……………………………………
   Signature:…………………………………………….. Date:………………………………………………………….

3. Guarantors Name:……………………………………..................................I.D No:..……………………………
   P/TSC NO:…………………………. FOSA A/C NO:…………………………..MOBILE NO:………………………
   Amount Guaranteed :………………………(in words…………………………………………………………………
   ……)
   School/Dept/Work place:…………………………………………………Address:……………………………………
   Signature:…………………………………………….. Date:………………………………………………………….

4. Guarantors Name:……………………………………..................................I.D No:..……………………………
   P/TSC NO:…………………………. FOSA A/C NO:…………………………..MOBILE NO:………………………
   Amount Guaranteed :………………………(in words…………………………………………………………………
   ……)
   School/Dept/Work place:…………………………………………………Address:……………………………………
   Signature:…………………………………………….. Date:………………………………………………………….

FOR OFFICIAL USE

To be filled by Sacco officer receiving the form

Date Received…………………………………………… Amount Applied………………………………………

This is to certify that the guarantors mentioned above are correct as per their files and that they have not guaranteed more than six loans.

NAME:………………………………………………… SIGN……………………….. DATE…………………

FOSA MANAGER-CREDIT APPRAISAL & RECOMMENDATION

Amount Applied…………………………………….. FOSA Loan Balance…………………………………………
Net Salary…………………………………Less Kshs 5,000 or Ksh.8000 (apply for 18 months & above and those are eligible are active BOSA members) Ability……………………………………………
Computation=$\frac{\text{Ability*Period}}{1.21}$

Qualification and Recommendation

I certify that the application IS/NOT within the Loaning rules of the society. I recommend an amount NOT exceeding

Kshs……………………………………………. Recoverable in ……………………………………Months

Deferred/Rejected

1. Incomplete information 2. Timeliness 3. Renegotiate loan terms/purpose 4. 2/3 rule
5. Inadequate funds to meet loan demands 6. Any other reason…………………………………………………..

Remarks…………………………………………………………………………..……………………………………..

NAME……………………………….…. SIGNATURE……………………………. DATE……………..………….

ENDORSEMENT: CEO

I recommend that this loan be approved to the tune of Kshs……………………………………………..……………….

Repayable at the installment of Kshs…………………………… for a period of …………………………. Months.

Rejected/ Deferred

COMMENTS………………………………………………………………………………………………………

SIGNATURE………………………………..…….………… DATE……………………………………………

CREDIT COMMITTEE

We have today examined the above loan application in conjunction with the above remarks and have decided as follows;

1. Loan approved Kshs…………..…………………… Repayable at Kshs………………………….. for a period of…….….…..months
2. Differed/Rejected for the following reasons:-
   a) Inability to repay
   b) Has outstanding loan balance
   c) Excessive loan frequency
   d) Lack of adequate security

COMMENTS……………………...……………………………….……………………………………………

MIN NUMBER:……………………………………………………. DATE:………………………………………….

CHAIRMAN:………….….………….. SECRETARY:…………………...……. MEMBER:……….……….………….

VERIFICATION BY INTERNAL AUDITOR

I have examined and satisfied myself that this loan has been granted in accordance with By-Laws, rules and loan policy. I have also counter checked the loan register that the entries are correct.

COMMENT……………………………………………………………………………………………………...

SIGNED………………………………..…………… DATE……..…………………………………………