



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

ITEN BRANCH-HQ

MWALIMU PLAZA
ELD/KABARNET ROAD
OPPOSITE ITEN MOSQUE
P.O BOX 512-30700 ITEN
TEL. NO:0770497671

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:.....

MICRO-FINANCE LOAN APPLICATION & AGREEMENT FORM

(A). Applicants must meet the following requirements before submitting His/her form;

1. Each part of the Application form to be completed as per the requirements of the loan process and any alterations will be considered fraud thus permitting cancellation of the loan.
2. The applicant must be a registered member of a group with a valid certificate from the ministry of social services and attach copy of national identity card for all members.
3. The applicant must have been active for a period not less than three months with a commendable savings history.
4. An applicant should not be a member of more than one group with existing loan
5. The loanee is entitled to a grace period of 30 days after the posting of the loan to the respective account
6. All group members to sign as guarantors for any loanee within a group and should also attach copies of their ids.
7. In case of any default we authorize THE PRIME-TIME DT SACCO LTD to offset the loan arrears and any penalties in default with micro-saving before transferring the balance to the guarantors.
8. That i/we will hand over the listed properties to the guarantors in fulfillment of the oath taken from the commissioner of oath to dispose off in order to recover their monies taken by the society in the loan defaulted by me/us.
9. Loans to attract a fixed rate of interest 1.5% per month for a period of () months. The rates may change subject to instability in macroeconomic variables and future focus of the program.
10. Loans are to attract a processing fee of minimum Kshs 200 and an insurance fee of 2% of the approved loan subject to annual review.
11. Each default loan will attract a 5% penalty fee daily computed on the monthly interests of a given loan
12. Total loan applied shall not exceed three (3) times the savings contributed.
13. That i/we certify to the best of my knowledge, believe and understanding of the terms and condition of this acceptance endorsed as true records and authorized by THE PRIME-TIME DT SACCO LTD to take any legal matter against me in failure to adhere to any of the above listed matters.

(B).GROUP TOTAL LOAN APPLIED (To be filled by group officials only)

Group Account number.....Group Name.....

On behalf of self help group,we the undersigned officials hereby approve a total loan of
Kshs.....(in words.....)

to..... member/s of our group in line with group bylaws and member capability to repay the loan
granted.Therefore it's our collective and joint responsibility to ensure that all repayments are made in time as
stipulated by prime-time sacco society ltd rules and regulations.

OFFICIALS;Chairperson.....mobile no.....Sign.....Date.....

Secretary.....Mobile no.....Sign.....Date.....

Treasurer.....mobile no.....Sign.....Date.....

(C).RATIFICATION BY AREA CHIEF/ASSISTANT CHIEF

Namesignature.....

Comment;.....Rubber stamp.....

(D) APPLICANTS PARTICULARS (use blue or black pen)

- 1.Name:Mr/Mrs/Miss.....Id/Passport No.....Nationality.....
- 2.Group Account NO.....Group Name.....
- 3.Individual Account No.....Mobile No.....
- 4.Postal address.....Town.....Business location.....
- 5.Business type.....Total savings.....As at Date.....

(E) LOAN APPLICATION

I hereby apply a loan of kshs(in words.....)

For the purpose ofto be repaid in a period of.....months in instalments of kshs.....

Security offered: (i) Members savings (ii) Guarantor properties (iii) Own savings

CERTIFICATION AND LOAN GUARANTEE

We the undersigned members ofself help group hereby certify that the information given by the applicant is true and that in our assessment the applicant is able to service the loan as indicated.we further confirm that the applicant has complied with all group rules and regulations.In the event that the applicant fails to meet the monthly instalments in repaying the loan ,we jointly undertake to forfeit our current and future savings as stipulated in the Prime-Time Sacco society ltd bylaws and credit manual.

M/NO	ID NO	MEMBER NAME	MOBILE NO	SAVINGS	SIGN	DATE
1						
2						
2						
4						
5						
6						
7						
8						

Signed by; loanee.....mobile no.....Date.....

In presence of Group officials;Chairperson.....mobile no.....sign.....Date.....

Treasurer.....mobile no..... sign.....Date.....

Secretary.....mobile no.....sign.....Date.....



PRIME TIME SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LTD.

QUARANTORS COMMITMENT FORM.

I/ We hereby declare that I/we am/are in full knowledge of

Self Help Group (borrower). I am also aware of all items pledged as securities for the loan advanced to the group by Prime Time Sacco Society Limited. In case of any Arrears/Default, I agree to fully co-operate with the group members by either repaying the outstanding balances of the loan amount or surrendering the shares listed below to the members of the group so as to recover the said amounts of money.

GUARANTORS SHARES PLEDGED AS COLLATERAL.

1.Guarantors Name.....ID.....

FOSA A/C NO:.....MOBILE NO.....

Amount guaranteed kshs.....(in words).....)

School/dept/work place.....Address.....

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

2.Guarantors Name.....ID.....

FOSA A/C NO.....MOBILE NO.....

Amount guaranteed kshs.....(in words).....)

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

3.Guarantor Name.....ID.....

FOSA A/C NO.....MOBILE NO.....

Amount guaranteed.....(in words).....)

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

REPUBLIC OF KENYA
IN THE MATTER OF OATHS AND STATUTORY
DECLARATION ACT CAP 15 LAWS OF KENYA

AND IN THE MATTER OFSELF HELP GROUP AND IN THE MATTER OF
PRIMETIME SACCO SOCIETY LTD

AFFIDAVIT

I.....of P.O BOXin the republic of Kenya make an oath and state
follows.

1. THAT, I am the holder of the national identity card number.....and that I am
the deponent herein.
2. THAT, I am a guarantor to.....Self Help Group a registered group under the
ministry of Gender, Sports, Culture and Social services whom Prime Time Sacco agreed to extend a loan
facility to.
3. THAT, as a GUARANTOR, I undertake to do all that is under my power and ability to ensure
that.....Self Help Group repay the loan in full.
4. THAT, this guarantee will be enforced by attachment of all my properties dully executed by me
depicting my name, my identity card and willing fully appending my signature and showing the amount
of loan advanced to which schedule of properties shall being the custody of Prime Time Sacco and I
SHALL NOT resort to any legal action if my properties are attached so as to repay the loan.
5. THAT, which is deponent herein is true to the best of my knowledge, belief and information.

Sworn in by the said.....this day of.....

BEFORE ME

DEPONENT

MAGISTRATE/

COMMISSIONER FOR OATHS

()

REPUBLIC OF KENYA

DEPONENT SIGNATURE

THE PERUBLIC OF KENYA
IN THE MATTER OF OATHS AND STATUTORY
DECLARATION ACT CAP 15 LAWS OF KENYA

IN THE MATTER OF.....SEIF HELP GROUP AND IN THE MATTER OF PRIME TIME SACCO SOCIETY LTD

AFFIDAVIT

I.....of P.O BOXin the republic of Kenya make an oath and state as follows;

1. THAT, I am the holder of the national identity card number.....and that I am the deponent herein.
2. THAT, I am an active member ofSelf Help Group a registered group under the ministry of Gender, Sports, Culture and Social services, The group to whom Prime Time Sacco LTD has agreed to extend a loan facility to.
3. THAT I undertake to do all that which is under my power and ability to ensure that.....Self Help Group repay the loan in full.
4. THAT, I forego and surrender for sale by way of Public Auction all my properties listed duly executed by me depicting my Name my national identity number and my signature and showing the amount of loan advanced to my group which schedule of properties shall be in custody of Prime-Time Sacco Society LTD and copied to each member of.....Self Help Group
5. THAT, which is deponent herein is true to the best of my knowledge, belief and information.

Sworn in by the said.....this day of.....

BEFORE ME

MAGISTRATE/

COMMISSIONER FOR OATHS

REPUBLIC OF KENYA

()

DEPONENT SIGNATURE

FOR OFFICIAL USE

To be filled by sacco officer receiving the form

Date received.....Amount Applied.....

Guarantors check.....

NAME.....SIGN.....DATE.....

MICRO CREDIT OFFICER APPRAISAL AND RECOMMENDATION

Up-to-date savings contributions Kshs:.....

Outstanding loans as at date Kshs:.....

Total savings contributions held, Kshs:.....Multiply by three (**3**) = Kshs:.....(Eligibility)

Loan Applied is Kshs:.....(.....)

RECCOMENDATIONS

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)any other reasons

Remarks.....

NAME.....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 not exceedingmonths.

2. Loan differed/ rejected for the following reasons

(a) Inability to repay (b)Has outstanding loan balances (c) Excessive loan frequency (d) lack of adequate security

SIGNED BY;CHAIRMAN.....SECRETARY.....MEMBER.....

VERIFICATION BY THE INTERNAL AUDITOR

I have examined the loan process and that I recommend that it was granted in accordance with By-Laws, rules and Micro-Credit Loan policy, I have also counter checked the loan register that the entries are correct.

COMMENTS.....Signed.....Date.....

SIGNATURE.....DATE.....

