

**ALL SAINTS CHURCH SACCO SOCIETY LTD  
PO.BOX 40539 – 00100 NAIROBI, TEL: 0720025362**

**MEMBER’S LOAN APPLICATION FORM**

**Application Notes** *(Please read and understand)*

All fields are mandatory and must be filled in block. Incomplete forms will be rejected.

**Attach copies of your national ID and those of the guarantors**

Address should be given as precise as possible, indicating your primary contact address as **“P”**.

The primary contact address shall be the mode of communication used to notify you on loan approval. You must, as soon as possible, notify the Sacco office of any change in the primary address.

Applications are only approved twice in a month.

Normal Loan Interest is chargeable at the rate of 12% pa or 1% pm on reducing balance.

Applicant must stick to the repayment schedule indicated at application and any default will be penalized at the rate of 5% on the monthly repayment until cleared. Guarantors will be called upon to settle the defaulted amount in the event of distress. If loan restructuring, loanee must be accompanied with the guarantors in a meeting for signing.

Types of loans:

- Emergency Loan**
- Education Loan**
- Normal Loan**
- Business Loan**
- Asset Financing**

**PART A**

**PERSONAL DETAILS**

Name of Applicant: Mr. / Mrs. / Miss/ Rev/ Dr. / Prof.

.....  
P.O box address.....  
Physical address (residential) ..... Home Area .....  
Cell – phone..... Email .....  
Kenyan ID No / Passport No (**attach a copy of ID**) .....  
ASC SACCO Membership No.....Date joined ASC SACCO.....  
ASC Membership No.....  
Employer’s Name and Address.....  
.....

(If self-employed - nature of Business and Address.....  
.....

Next of Kin Name..... Mobile No. ....

**PART B**

**LOAN DETAILS**

Type of loan – Emergency, Education, Normal, Business

Amount of loan applied for: Ksh.....

Purpose of the loan: .....

Repayment proposal: .....

I have read and understood the requirement of the loan and I have no objection with the Credit or Office visiting my business anytime. I Certify that I will use my money for the purpose indicated above.

Loanee’s signature ..... Date .....

**PART C**

**SECURITY**

Applicants total shares: Ksh .....

Other security offered: Ksh .....

(Details of the security) .....

**The loanee must be vetted if taking a loan of more than 1million**

**UNDERTAKING BY GUARANTORS**

I the undersigned, declare that we individually and/ or jointly consented to guarantee the loan of Ksh.  
..... Lent to: Mr. / Mrs. / Miss/ Rev/ Dr. /. Prof .....

Whose details are as indicated above (the Borrower), by All Saints Cathedral Sacco (the Sacco). In the event that the Borrower defaults in the loan repayment, I undertake to repay any such sums as may be owing to the Sacco, and I hereby authorize to debit my individual account and/ or offset any deposits in my individual account with them towards repayment of the outstanding loan. This undertaking and/ or Guarantee shall be a continuing security and shall secure the full repayment of the loan and/ or the ultimate balance of the indebtedness of the Borrower to the Sacco notwithstanding the liquidation, administration, bankruptcy or insolvency or other incapacity of or any change in the constitution of the Sacco or of the Guarantor or any of them or in the name or style thereof, and shall only be satisfied or discharged when the loan has been fully repaid, and the Sacco may take such steps to recover the loan as aforesaid or otherwise from the Guarantors, individually or jointly, including summary legal action. Incapacity or insolvency as the case may be of the Guarantor or any one or more of the persons constituting the Guarantor. Let the guarantor know the Loanee very well and when leaving the Sacco, let the loanee look for a replacement.

**(A)**

Name of Guarantor: Mr. / Mrs. / Miss/ Rev/ Dr. / Prof. ....

Physical address (Residential).....  
Postal address.....Kenyan ID No. / Passport No.....  
Tel: Landline..... Cell – phone..... Email .....

Employer.....  
Employer’s Business Physical address.....  
Employer’s Business postal address.....  
Sacco membership No.....Date joined the Sacco.....  
Total amount guaranteed.....  
Outstanding loan in the Sacco (if any) Ksh.....  
GUARANTOR’S SIGNATURE.....  
WITNESSED BY: NAME.....Mobile No.....  
ASC SACCO MEMBERSHIP NO.....SIGNATURE.....

**(B)**

Name of Guarantor: Mr. / Mrs. / Miss/ Rev/ Dr. / Prof. ....

Physical address (Residential) .....

Postal address.....Kenyan ID No. / Passport No.....  
Tel: Landline..... Cell – phone..... Email .....

Employer.....  
Employer’s Business Physical address.....  
Employer’s Business postal address.....  
Sacco membership No.....Date joined the Sacco.....  
Total amount guaranteed .....

Outstanding loan in the Sacco (if any) Ksh.....

GUARANTOR’S SIGNATURE.....  
WITNESSED BY: NAME.....Mobile No.....  
ASC SACCO MEMBERSHIP NO.....SIGNATURE.....

**(C)**

Name of Guarantor: Mr. / Mrs. / Miss/ Rev/ Dr. / Prof. ....

Physical address (Residential) .....

Postal address.....Kenyan ID No. / Passport No.....  
Tel: Landline..... Cell – phone..... Email .....

Employer.....  
Employer’s Business Physical address.....  
Employer’s Business postal address.....  
Sacco membership No.....Date joined the Sacco.....  
Total amount guaranteed .....

Outstanding loan in the Sacco (if any) Ksh.....

GUARANTOR’S SIGNATURE.....  
WITNESSED BY: NAME.....Mobile No.....  
ASC SACCO MEMBERSHIP NO.....SIGNATURE.....

**PART D**

I confirm that I have authorized All Saints' Cathedral Church SACCO ltd to access my credit profile and that this profile can be delivered to their e-mail/postal address indicated herein and hereby authorize Credit Reference Bureau (CRB) Ltd to mail/deliver/send my credit report to the e-mail/postal address indicated herein. I release Credit Reference Bureau (CRB) Ltd and All Saints' Cathedral Church SACCO Ltd and its officers, employees and agents from all claims, actions or proceedings of whatsoever nature and howsoever arising, suffered or incurred in connection with Credit Reference Bureau (CRB) Ltd sending/delivering/mailing my credit report to the addresses that I have provided

I \_\_\_\_\_ ID \_\_\_\_\_

Sign \_\_\_\_\_ Date \_\_\_/\_\_\_/20\_

**PART E**

**FOR OFFICIAL USE**

Amount of loan applied for: Ksh.....  
Date of applicant's admission to Membership: .....  
No. of months contributions received: .....  
Total contributions received: Ksh .....  
Outstanding loan (if any): .....arrears (if any) Ksh.....  
Total loan recommended: Ksh.....  
New loan repayment: Ksh.....  
Total Member's security: Ksh.....  
Total Guarantor's security: Ksh.....

Manager's comments

1. ....
2. ....
3. ....

Credit Committee Recommendation:

**Approved/ not approved:**

1. Amount approved: Ksh.....
2. Monthly repayment.....
3. Interest rate.....

**Reason for non approval**.....  
.....

Credit Committee Chairman .....Signature..... Date .....

Credit Committee Secretary..... Signature.....Date .....

Credit Committee Member ..... Signature.....Date .....

