

**ALL SAINTS CATHEDRAL SACCO SOCIETY LTD**

**P.O BOX 40539-00100 NAIROBI, TEL: 0720025362**

**SALARY ADVANCE**

**PART A**

**PERSONAL DETAILS**

Name of the applicant: Mr./Mrs./Miss/Rev/Dr.....

Designation .....Staff ID Number (attach a copy) .....

ASC Sacco Membership No .....National ID Number (Attach a copy).....

Telephone No .....Email Address .....

Postal Address .....Place of residence .....

**PART B**

**APPLICATION**

I.....HEREBY APPLY FOR AN ADVANCE  
OF KSHS. .... (AMOUNT IN WORDS) .....

..... TO BE RECOVERED IN ..... MONTHLY INSTALLMENTS OF KSHS .....  
IMMEDIATELY THE SALARY IS RECEIVED.

Loanee Signature..... Date.....

**PART C**

**CRB AUTHORIZATION**

**I hereby confirm** that I have authorized the SACCO to share my credit information/access my credit profile for credit appraisal with licensed Credit Reference Bureau (CRBs). I further release the **CRB, the SACCO** officers, employees and agents from all claims, actions or proceedings of whatsoever nature and howsoever arising, suffered or incurred in connection with this sharing and access for the purpose afore stated.

Signature of applicant..... Date .....

**PART D**

**APPLICANT'S DECLARATION**

I AGREE TO ABIDE BY ALL THE CONDITIONS GIVEN BELOW. THIS APPLICATION SERVES AS A MUTUAL AND VOLUNTARY AGREEMENT BETWEEN MYSELF AND THE SOCIETY AND WILL TERMINATE ON FULL SETTLEMENT OF THE ADVANCE AND INTEREST

1. The advance will be settled using the check off system.
2. That my net pay will not fall below the repayment rate of the salary advance
3. I shall repay the amount advanced given within 3 months at an interest rate of 5% per month (For ASC Sacco Member) or 10% per month (For Non-member).
4. The interest rate is on reducing balance.
5. That my monthly repayment shall not exceed 50% of my net pay
6. That I shall only apply for another advance after fully settling the current advance.
7. That I shall attach a copy of my national ID and staff ID to the application form

Signature of applicant..... Date .....

Witnessed by ..... Date.....Signature.....

**PART E**

**APPRAISAL BY ALL SAINT'S CATHEDRAL ACCOUNTANT**

Applicant designation.....

Date employed..... Retirement Date.....Contract expiry date.....

Basic monthly salary of Ksh.....

Total Allowances of Ksh.....

Gross Salary (Monthly) Ksh.....

Total deductions Ksh.....

Net salary (Monthly) Ksh.....

Comment-----

ACCOUNTANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**FOR OFFICIAL USE**

Amount applied Kshs.....

Amount Recommended Kshs.....

Interest rate.....

Monthly installment.....

Amount approved / not approved .....

Reasons for non approval .....

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LOAN OFFICER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

