



# RUPSA SACCO SOCIETY LIMITED

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LF:400/.....

## RUPSA SACCO SELF GUARANTEED LOAN APPLICATION FORM (RSCCS-LF03) Rev. 4

### SECTION A

#### APPLICANT'S PERSONAL DETAILS

SN: .....

PLEASE COMPLETE THE FORM IN BLOCK LETTERS AND TICK WHERE APPLICABLE

|   |   |  |  |
|---|---|--|--|
| MR/MRS/Miss/DR  | FIRST NAME:                             | MIDDLE NAME:                             | LAST NAME:                                     |
| MEMBERS NO:   | ID NO/PP NO:                            | PIN NO.....                              | TEL NO:  |
| EMAIL ADDRESS(if any must be active):                 |   | CURRENT POSTAL ADDRESS:                  |  |
| Date of Membership: / /                               | CELL GROUP:                             | MARITAL STATUS :                         |  |
| SPOUSE NAME:  | TEL NO:                                 | CHURCH:                                  |  |
| CURRENT RESIDENTIAL AREA:                             |   |  |  |
| RESIDENTIAL STATUS                                    | OWNER <input type="checkbox"/>          | TENANTS <input type="checkbox"/>         | LIVING WITH GUARDIANS <input type="checkbox"/> |
| EMPLOYMENT DETAILS                                    | NAME OF THE EMPLOYER:                   |  |  |
| EMPLOYER'S PHYSICAL ADDRESS:                          | TEL NO:                                 |  |  |
| TYPE OF EMPLOYMENT: CONTRACT <input type="checkbox"/> | PERMANENT <input type="checkbox"/>      | CASUAL <input type="checkbox"/>          | OTHERS <input type="checkbox"/>                |
| SELF EMPLOYED: NAME OF BUSINESS                       | PHYSICAL ADDRESS                        | BUILDING                                 |  |
| INCOME LEVEL: 0-50,000 <input type="checkbox"/>       | 51,000-100,000 <input type="checkbox"/> | 101,000-200,000 <input type="checkbox"/> | 201,000-500,000 <input type="checkbox"/>       |
| 500,000-ABOVE <input type="checkbox"/>                |   |  |  |

### SECTION B LOAN DETAILS

I HEREBY APPLY FOR A; NORMAL ☐ EMERGENCY ☐ SCHOOL FEES ☐ SUPER LOAN ☐ INSURANCE ☐ LAND & CONSTRUCTION ☐ PRODUCT ☐

LOAN OF Kshs. (Amount in figures).....

(Amount in words). ....with the clear purpose of.....

repayment period of ..... months (including interest at a rate of; 1% per month for Normal Loan, 1.2% for Super Loan, 1.4% for Land and Construction, 1.2% for Insurance Loan, 1.15% for School Fees Loan, 1.3% for Emergency Loan and 1.2% Product loan.

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief. I agree to abide to the By-Laws of the Society, the **CREDIT POLICY** and any **VARIATION(S)** that may be set by the Board of Directors in respect to the above.

I further declare that I have understood the **TERMS AND CONDITIONS** appended to the application form and hereby submit myself to service the loan as stipulated in the Society's credit policy as and when approved.

Name:.....signature of the Applicant:.....Date...../.../20.....

MODE OF PAYMENT: CASH ☐ CHEQUE ☐ STANDING ORDER: ☐ BANK TRANSFER ☐ PAYBILL ☐

IF STANDING ORDER/BANK TRANSFER:

NAME OF THE BANK:.....BRANCH:.....

ACCOUNT NAME:.....ACCOUNT NO.....

**SECTION C (OFFICIAL USE ONLY)**  
**RECEIVERS DECLARATION**

This is to certify that the above information is complete and that this application can be considered for further processing.

Appraised by:..... Qualified Amount..... Repayment Period ..... Signed..... Date.....

**CREDIT MANAGER**

The Credit Technical Team have taken into consideration the special circumstances prevailing against the applicant and credence of the evidence produced by the applicant in justifying this special variation. the Credit Technical has Approved/Rejected to a variation of current loan policy necessary to effect a loan of Ksh..... amount in words

**IF Rejected Full Reason**

Credit Manager ..... Signature..... Date .....

**C. E. O AUTHORITY**

I Hereby Certify/Reject the applicant is an active member of the Sacco as at the undersigned date as per the SACCOs records. Additionally I **Confirm /Reject** (that)the attached appraisal note is **COMPLETE/INCOMPLETE** and **ACCURATE/INACCURATE**. AMOUNT RECOMMENDED FOR APPROVAL: Kshs.....Repayment Period.....

**Recommendation** Notes: .....

NAME.....SIGNATURE.....DATE...../...../20.....

**CREDIT SUB-COMMITTEE APPROVAL**

I have examined this loan application as well as the attached appraisal note and hereby APPROVE/REJECT the Loan of Kshs.....Amount in Words.....

**IF REJECTED FULL REASON:**

NAME(CHAIRPERSON).....SIGNATURE.....DATE...../...../20.....

I have examined this loan application as well as the attached appraisal note and hereby APPROVE/REJECT the Loan of Kshs.....Amount in Words.....

**IF REJECTED FULL REASON:**

NAME(SECRETARY).....SIGNATURE.....DATE...../...../20.....

I have examined this loan application as well as the attached appraisal note and hereby APPROVE/REJECT the Loan of Kshs.....Amount in Words.....

**IF REJECTED FULL REASON:**

NAME(MEMBER).....SIGNATURE.....DATE...../...../20.....

## DEFINITIONS

1. "The SACCO" or "SACCO" means RUPSA N-WDT SACCO LTD, and its successors' and assigns
2. "The Applicant" means the borrower and their personal representatives, i.e. guarantors.
3. "Application" Means the borrowers application for a loan and attached to these part of the agreement.
4. "Conditions" Means these conditions.
5. "Repayment Date" Means the day corresponding to the date of first disbursement of the loan or any part of the loan in each calendar month.
6. "Agreement" means the borrower's application when duly approved by the Board of Directors.
7. "Loan" Means the Aggregate of the approved loan amount and the applicable deductions thereof.
8. "Approved" Means the acceptance by the Board of Directors of the loan applied or the lesser sum as it may in its (Board of Directors) sole discretion agree to advance to the borrower, including any terms of such approval as to the costs and the applicable interest rate on the loan approved or otherwise approval shall have the corresponding meaning.
9. "Insurer" means the company contracted to insure loans against death and disability of the applicant.
10. "Defaulter" means that the applicant has not serviced his/her loan to the threshold stipulated in the repayment terms within thirty (30) days from the disbursement date of the loan or last payment received , whichever occurs first.

## TERMS AND CONDITIONS/LOAN POLICY

1. The Applicant must complete the Loan Application form in Full and any incomplete form will be rejected for any consideration.
2. Applicant must have been a contributor for a minimum of three (3) Months
3. Upon being disbursed, any failure to repay the loan as is approved in the application within 30days will attract a fine of 200.00 per month and the applicant will be considered a defaulter if the loan is not serviced to the threshold stipulated in the repayment terms within (30) thirty days
- 4) The loan applicant can pay Insurance Premium levied on the approved loan upfront or be deducted from the approved loan, amount depending on the prevailing going rates offered by the Insurer.
5. The maximum loan qualifying is upto 80% of the member's deposits.
6. Any cancellation of an application that has been officially received and processed will be charged the processing fee for the applied loan Amount.
7. Advance interest for all loan is charged at 1.2% of loan granted.
8. To Apply for a Top Up Loan an applicant should have serviced the outstanding loan without default for at least six (6) month.
9. Any top up Loan is charged 5% on Outstanding Loan Balance
10. Interest charged is based on the type of loan applied. Interest is due and payable until the loan is repaid in full.
11. This application form should be returned with a copy of National ID and any document as it may be required
12. Kindly ensure that the form is stamped upon receipt by the receiver
13. Loan application form is free.
15. The applicant is not allowed to guarantee any loan
16. In case of default the Sacco has the authority to offset loan balance against the deposits

| LOAN TYPE                    | REPAYMENT PERIOD  | INTEREST RATE  |
|------------------------------|---|--|
| <b>NORMAL</b>                | 36 MONTHS   | 1%   |
| <b>SUPER</b>                 | 60 MONTHS   | 1.2%   |
| <b>EMERGENCY</b>             | 24 MONTHS   | 1.3%   |
| <b>SCHOOL</b>                | 12 MONTHS   | 1.15%  |
| <b>LAND AND CONSTRUCTION</b> | 72 MONTHS   | 1.4%   |
| <b>INSURANCE</b>             | 12 MONTHS   | 1.2%   |
| <b>PRODUCT LOAN</b>          | 18 MONTHS   | 1.2%   |
| <b>TOP UP LOAN</b>           | AS PREVIOUS LOAN CONDITIONS STIPULATE<br>BUT NOT EXCEEDING THE PREVIOUS LOAN DURATION | 5% CHARGED ON OUTSTANDING LOAN<br>PREVIOUS LOAN TERMS CARRIED FORWARD. |

I.....of SACCO Member No:.....  
and I.D No.....hereby declare that the foregoing particulars as regards to this loan application that I have submitted are true to the best of my knowledge and belief. I further declare that I have READ AND UNDERSTOOD the TERMS AND CONDITIONS thereof on this application form and hereby submit myself to service the loan (if approved) as stipulated in the Societys By-laws credit policy.

**Signature of the Applicant:.....Date:...../...../20.....**