



TRANSMARA SUGAR SAVINGS & CREDIT CO-OPERATIVE SOCIETY LTD

**P.O. BOX 113-4070040700, KILGORIS,
NAROK, KENYA
0714251019**

Email: info@transmarasacco.co.ke

**NORMAL /DEVELOPMENT SACCO LOAN FORM
APPLICATION, REPAYMENT, AGREEMENT & GUARANTEE FORM**

LOAN PRODUCT: AMOUNT KSH:

PART I: LOAN APPLICATION FORM

REASON FOR THE LOAN APPLICATION:

1. Interest Chargeable

- Interest on loan applied will be charged at **15% Annually**
- Maximum repayment period is **12 Months**. (As above for Contract)
- Maximum repayment period is **60 Months**. (As above for Offer/Permanent)

2. Applicant's Details

Name of Applicant: _____

Payroll No: _____ Membership No: _____ Year of Birth: _____

Loan Applied For Ksh: _____ (Amount in Figures)

In words: _____

Total Deposits Held in the Society Ksh: _____

Repayment Period: _____ equal monthly instalments

Society Official: Yes No _____
(If yes, state position held in Society)

3. Salary Details

(i) Gross Salary Ksh: _____ (iii) Net Pay Ksh: _____

(ii) Basic Salary Ksh: _____ (iv) 1/3 Basic Pay Ksh: _____

PART I: PAYMENT DETAILS (Please tick one and give details)

CHEQUE	<input type="checkbox"/>	
EFT TO BANK	<input type="checkbox"/>	

Name of Bank: _____

Branch: _____

Account Name: _____



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PART II: AUTHORITY TO DEDUCT SALARY

I hereby, authorise the Accountant Transmara Sugar Company Ltd. to effect monthly deductions from my salary as stated herein below for the loan granted plus interest according to the Society's Loan Policy.

In the event that I leave the service of the company before settlement of the loan, I hereby do authorise that the outstanding balance be offset from my terminal benefits and/or my share contributions in the Society.

Phone Number: _____

Name of Applicant/Member: _____

National ID Number/Passport Number: _____

Signature: _____ Date: _____

PART III: DISCLAIMER

In connection with the application and/or maintaining a credit facility with Transmara Sacco, I authorize the Sacco to carry out credit checks with or obtain my credit information from, a credit reference bureau. In the event of account going into default, I consent to my name, transaction and default details being forwarded to a credit reference bureau for listing. I acknowledge that this information may be used by banking institutions and other credit grantors in assessing application for credit by name, associated companies, and supplementary account holders and for occasional debt tracing, fraud prevention purposes and for any other lawful purposes.

Loanee's Signature _____ ID/Passport No: _____ Date: _____

Witnessed by: _____ (One Must be a member of the Sacco)

Member No: _____ Signature: _____ Date: _____



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PART IV: REPAYMENT GUARANTEE *(only applicable to members applying for a loan exceeding their total shares held)*

We, the undersigned are guarantors of the loan hereby applied. We duly authorise the Society to deduct any defaulted portion of the loan plus due interest from our shares as specifically indicated, or to cause deductions to be made from either our salaries or personal pension contributions in the event of default by the Applicant.

1st Guarantor's Name (in full): _____

Payroll Number: _____ Sacco Number: _____

National ID Number/Passport Number: _____

Amount of Guarantee Ksh: _____ in words _____

Signature: _____ Date: _____

2nd Guarantor's Name (in full) _____

Payroll Number: _____ Sacco Number: _____

National ID Number/Passport Number: _____

Amount of Guarantee Ksh: _____ in words _____

Signature: _____ Date: _____

3rd Guarantor's Name (in full): _____

Payroll Number: _____ Sacco Number: _____

National ID Number/Passport Number: _____

Amount of Guarantee Ksh: _____ in words _____

Signature: _____ Date: _____

4th Guarantor's Name (in full): _____

Payroll Number: _____ Sacco Number: _____

National ID Number/Passport Number: _____

Amount of Guarantee Ksh: _____ in words _____

Signature: _____ Date: _____



**NORMAL /DEVELOPMENT SACCO LOAN FORM
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PART V: FOR OFFICIAL USE ONLY

1. Loan Appraisal (by Treasurer)

Total Deposits Held	
Amount Applied	
Loan Balance(s)	
Net Amount Entitled	
Instalments Amount	

I certify that the application is within the Rules of the Society and the application is:

Approved Not Approved Reason: _____

Name: _____ Signature: _____ Date: _____

2. Loans Committee's Recommendation

The Loans Committee analysed the application and resolved as below:

Approved Amount Ksh. Rejected

Reasons: _____

Name: _____ Signature: _____ Date: _____

The above resolution is hereby signed by the Committee on: _____ (Date)

Chairperson: _____ Secretary: _____ Member: _____

The Treasurer is hereby duly authorised to prepare a cheque for the amount approved herein above subject to availability of funds.

3. Administration of Loan

Loan granted on: _____ Vide Cheque No: _____

Amount Ksh: _____ Repayment deductions to commence from: _____