



KCB BANK Rwanda LTD

Head Office  
Avenue De La Paix  
P.O. Box 5620  
Kigali, Rwanda  
Telephone: +250 570620/21,  
+250 570715/6

CUSTOMER'S  
PASSPORT  
SIZE PHOTO

## KCB PERSONAL LOAN APPLICATION FORM NON CHECK-OFF

Loan No: \_\_\_\_\_

<b>KCB Branch:</b>	<b>Sales Code:</b>	<b>Date of Application:</b>
<b>KCB Account No:</b> <small>(if any)</small>		<b>Date Opened:</b>
<b>Name Of account To Be Credited:</b>	<b>Private</b> <input type="checkbox"/> <b>Joint</b> <input type="checkbox"/> <b>Account Number:</b>	

<b>Part 1. Applicants Details</b>				
Title: Mr/Mrs/Miss/Ms	Surname	Other Names:		
ID / Passport No	Nationality	Tax PIN No.		
Date of Birth	Marital Status: Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Other		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
If married, state matrimonial system:				
Name of spouse:		Date of Birth:	ID No:	
Tel No:				
Your Postal Address			Postal Code	
Telephone (Home)	Mobile No.	Email		
Present residential address: District:		Sector:		
Cell:		Village/U mudugudu:		
Number of years at present physical address:				
Number of dependants:				
Education level:				
Country	Town	Estate	Street	Block No
Residential Status Owned <input type="checkbox"/> Rented <input type="checkbox"/> Living with parents <input type="checkbox"/> Other				
Estimated Value (if Owned)		Outstanding Mortgage		
Previous Physical Address (Applicable if residence at current physical address is less than 5 years)				
Country	Town	Estate	Street	Block No

<b>Part 2. Employment Details</b>				
Employment Status: Employed <input type="checkbox"/> Self Employed <input type="checkbox"/>				
If Employed: Name of Employer		Date of Employment	Personal/Staff No	
Station		Designation	Department	
Terms of Employment: Permanent <input type="checkbox"/> Contract <input type="checkbox"/>			If on contract, state expiry date	
Gross Salary (RWF)		Net Salary (RWF)		
Physical Address (Building)		Street	Block No.	
Postal Address			Postal Code	
Town	Country	Office Tel		
Fax No	Website	Email		

<b>Previous Employment Details</b> (Applicable if length of service is less than 5 years)		
Name of Employer	Date of Employment	Personal/Staff No
Station	Designation	Department
Physical Address (Building)	Street	Block No.
Postal Address		Postal Code
Fax No	Office Tel.	Email
<b>Part 3. Referees Details</b>		
1. Relative's Surname	Other Names	ID/Passport Number
Relation to applicant	Postal Address	Office Tel
Mobile No.	Email	Occupation
2. Non- Relative's Surname	Other Names	ID/Passport Number
Relation to applicant	Postal Address	Office Tel
Mobile No.	Email	Occupation

<b>Part 4. Financial Details</b>					
Accounts Held					
Account Type	Bank	Branch	Account No	Date Opened	
Outstanding KCB Loans (Check Top up as Appropriate)					
Loan No.	Branch	Amount	Repayment Amount	Date Granted	Top Up
					<input type="checkbox"/>
					<input type="checkbox"/>
Credit Card Details					
Card Name	Card No.	Limit	Expiry Date		
Outstanding Non- KCBR Loans					
Bank	Amount	Date Granted	Repayment Amount	Refinancing	

<b>Budget Planner</b>	
Spouse Net Monthly income (If applicable)	
Other Income (State source)	
<b>Total Monthly Income</b>	
<b>Monthly Expenditure</b>	
Mortgage Payment	
Rent	
Electricity/Water/Phone/Gas	
Food/Clothing	
Transport/Fuel	
Insurance	
Monthly Loan repayments	
Monthly hire purchase repayments	
School Fees	

Entertainment/ Leisure	
Other expenses	
<b>Total Monthly Expenses</b>	
<b>Net Surplus Income</b> (Total Monthly Income-Total Monthly Expenses)	

**Part 5. Loan Request Details**

 FIRST LOAN  TOP UP  REFINANCE  2<sup>ND</sup> LOAN  (*Tick as appropriate*)

 Facility type: .....  
 Loan amount (Rwf) ..... Cost of items to be financed ((Rwf) .....  
 Purpose of loan .....  
 Repayment Period ..... (months) Monthly Payments (Rwf) ..... p.m.  
 Account to be credited.....

**Loans to be paid off/ cleared (If any)**

Lending Institution	Outstanding Balance	Repayment Amount	Comments
Totals			

**Part 6. Security Offered (If any)**

 Description  
 Estimated Open Market Value  
 Location  
 Size  
 In the Name of  
 If property is developed, indicate whether: RESIDENTIAL/COMMERCIAL/AGRICULTURAL

**Personal insurance cover:**

 Loan duration: Premium rate applicable<sup>1</sup>: Total premium:

**Part 7. For Official Use**

<b>Minimum Requirements:</b> I confirm that I have checked the application and found that: -	Yes/No
1. The application has been properly completed and no blank spaces have been left. In spaces where the information called for is not applicable, the applicant has clearly indicated 'N/A'.	
2. Applicant earns a net salary of Rwf ..... per month.	
3. Installments on the loan requested will not exceed 1/3 of applicant's net salary if the requested loan is granted.	
4. The employment contract is attached and the employment duration remaining is longer than the repayment period sought.	
4. Applicant's accounts have been well conducted (if maintained with KCB). The accounts are active (not dormant) and the applicant is not blacklisted for issuing bounced cheques.	
5. The applicant is not blacklisted as a defaulter in any of the banking institution	
6. The income(s) indicated in the application form are correct and agree with account statements (if any) and payslips/salary testimonial submitted, which I have perused and consider to be satisfactory documentary evidence of such income(s).	
7. Other supporting documents (e.g. copy of ID card (for the applicant and the spouse), payslips) have been submitted and I am able to verify all the key details in the application form.	
8. The applicant is over 21 years of age (not a minor).	
9. Previous loan and overdraft facilities (if any) granted to the applicant or associates have been well serviced and the account(s) have been trouble-free.	

**Part 8. Current outstanding loan balances (If any)**

Loan Account Number	Outstanding Balances	Repayment Amount

**Sales / Personal Banking**

Name: ..... Signature ..... Date .....

**Branch Manager**

Name: ..... Signature ..... Date .....

**Customer declaration**
<sup>1</sup> Up to 12 months: 0.7%, 13-24 months: 1%, 25-36 months: 1.3% and 37-48 months: 1.5%

I certify that the information given by me in this loan application form is true and complete. I confirm that I have read the terms and conditions governing the granting of credit facilities (stated below) and agree to be bound by them. I authorize KCB BANK Rwanda LTD to make any enquiries, which may be considered necessary for confirmation of this information and for credit assessment.

Applicant's name: .....

Signature: ..... Date: .....

**Facility Offer & Acceptance of Terms and Conditions**

We offer to place at your disposal the Facility details whereof are set out herein on the following terms and conditions:

**Definitions**

In these Terms and Conditions, the expressions following shall, except where the context otherwise requires, bear the meanings attributed to them respectively:

"Bank" means KCB BANK Rwanda LTD a banking company incorporated in the Republic of Rwanda, whose address is care of Post Office Box 5620, Kigali, and includes its successors and assigns;

"Base Rate" means the Bank's Base Lending Rate as published in the press from time to time (**currently at 18.25 % p.a.**). In the event that the Bank ceases to have a Base Rate, Base Rate means the rate of interest that the Bank shall at its sole discretion from time to time charge within the limits permitted by law;

"Borrower" means, the Signatory to this application form and these Terms and Conditions.

"Business Day" means a day on which banks are open for business in Rwanda;

"Commitment Expiry Date" means Thirty days from the date of acceptance of these Terms and Conditions;

"Encumbrance" includes any mortgage, charge, pledge,

lien, hypothecation, assignment by way of security, security interest title retention, preferential rights of set off, counterclaim, banker's lien or other encumbrance securing any obligation of any person;

"Event of Default" means any one of the events as specified in these Terms and Conditions;

"Facility" means the facility details of which, are set out in the application section;

"Security" means the security referred to under these Terms and Conditions and/or any security created or to be created by the Borrower or at the request of the Borrower by any third party in favour of the Bank in respect of the Facility and any other security that the Bank may reasonably request from time to time;

"Transaction documents" means all credentials correspondence memorandum and documents of whatsoever nature and howsoever described or defined, in writing or print and availed by the Borrower or on the Borrower's behalf or by the Bank for purposes of assessing facilitating or securing the Facility or generally in relation to this transaction and includes this Letter and the Security;

The headings in these Terms and Conditions are inserted for convenience only and shall be ignored in construing them.

**Facility:** The customer is offered personal loan facility,  
**Purpose of the Facility:** As specified under part 5 of this application form. The Bank reserves the right to demand for proof that the loan was used as stated in Part 5 of the application. Any diversion from the purpose stated constitutes an event of default and may lead to recall of the facility by the Bank.

**Amount:** RWF -----  
 ----- (Rwandan Francs -  
 -----  
 -----  
 -----  
 -----).

**Pricing**  
 The facility will attract interest at the current bank's base rate being **18.25%**, plus a Margin of ..... % and will accrue daily and be applied at the end of the month. However, in all respects, a default rate will be charged at **3%** per annum above the applicable Rate indicated above for amounts in arrears for the time outstanding

Interests on early repayment will be charged at **5%** of the amount prepaid

A 2% Negotiation fee will be charged on the facility amount (unless otherwise agreed with the bank). It will also be charged whenever the facility comes up for annual review and will be debited to your Account. The review date for loans will be the anniversary date of release of funds and the fee will be based on the

loan balance outstanding on that date.

You will be required to subscribe to a Life insurance cover from a reputable insurer for the total loan amount with KCB Rwanda interests noted. In case insurance is arranged by the Bank, insurance premiums required will be debited from your account for the same purpose,

You will make necessary prior arrangements to ensure that in the event of an accident involving yourself and which results in the eventualities covered by the insurance policy, the matter is reported to the Bank without delay to facilitate lodging of a claim. Any claim made after 6 months from the date of the accident will be time-barred and will not be honored. Your employer will be required to immediately report cases of accident that causes total incapacity and/or death,

**Grant of credit facilities**  
 KCB Bank Rwanda LTD (hereinafter referred to as "The Bank") may approve or decline an application at its absolute discretion. The Bank is not obliged to provide reason for the decline of an application.

**Interest**  
 Interest on all credit facilities will be calculated on daily overdrawn balances and is payable monthly in arrears. The Bank has the right to change interest charged at its own discretion but the applicant will be informed in

writing in advance of any change.

**Charges, Fees, and Penalties**

The Bank reserves the right to recover such charges and fees as may arise. Where payments due from the applicant are not received by due date, The Bank reserves the right to charge 'overdue and/or default interest', the rate of overdue / default interest shall be an amount over and above the normal rate applicable.

**Conditions Precedent**

Unless the Bank otherwise agrees, the granting of the Facility is subject to the following conditions precedent:

That the Bank shall have received all of the documents listed under Security and shall have confirmed that each is in form and substance satisfactory to it;

That all the conditions of sanction have been performed or undertaken in form and substance and to the satisfaction of the Bank.

**Insurance**

The Bank may require the applicant to take insurance cover through the bank's approved or appointed insurers. The Bank may enter into separate arrangements with insurers to cover the risk. The applicant undertakes to pay the insurance premiums stipulated by the bank from time to time. The applicant also understands that in the event of default or late payment, the Bank reserves the right to debit the applicant's account and pay the Insurance Company. The applicant shall be liable to pay all monies due to the Bank if the Insurance policy is not valid for some period due to late payment of the premium.

**Set-off and consolidation rights**

The Bank may at any time and without notice combine all or any of the applicant's accounts and liabilities with the Bank whether singly or jointly with any person or set off all or any monies standing to the credit of such account(s) including the applicant's deposits with the Bank (whether matured or not) towards satisfaction of any of the applicant's liabilities to the Bank whether as principal or surety, actual or contingent, primary or collateral, singly or jointly, with any other person, and the Bank may effect any necessary currency conversion at the bank's own exchange rate then prevailing. Exchange risk associated with any collateral, cash or otherwise in satisfaction of out-standing debt shall be borne by the borrower.

**Security**

The personal loan will be secured by the security documents detailed hereunder;

- Promissory Note for the entire loan amount in favor of KCB Rwanda SA,
- An undertaking of the employer to remit your salary and terminal benefits (should your employment be terminated during the loan period) through your account with KCB mentioned above,
- Life insurance cover from a reputable insurance company
- Personal guarantee of your spouse to the borrowing (if applicable).

The applicant agrees to pay all charges, fees, rates, levies, taxes, that are or may become payable on the

security. Upon expiry of any insurance cover, the Borrower shall within seven (7) days of such expiry deliver to the Bank the relevant renewal advice failing which The applicant hereby irrevocably authorizes the Bank to debit his/her account and pay such charges, fees, rates, taxes on his / her behalf.

**Events of Default**

An Event of Default occurs where:

The Borrower fails to perform any of its obligations under this Letter or under the Security;

Any representation or warranty made by the Borrower pursuant to these Terms and Conditions or under the Security or any statement delivered or made pursuant to it is incorrect when made.

The Borrower becomes insolvent or is unable to pay the Borrower's debts or enters into dealings with any of its creditors with a view to avoiding, or in expectation of, insolvency or stops or threatens to stop payments generally or an encumbrance takes possession or a receiver is appointed of the whole or any material part of the assets of the Borrower.

It becomes unlawful or impossible for the Bank to make, maintain or Fund the Facility or any of them as contemplated by this Letter or any of the obligations expressed as being assumed by the Borrower under this Letter or the Security ceases to be valid, legal and binding and enforceable against the Borrower in accordance with their respective terms;

If an event of default occurs at any time hereafter and if such event is continuing, the

bank may, without notice to the Borrower: -

Declare the obligations of the Bank hereunder to be terminated; and declare that the security has become enforceable whereupon all amounts payable by the borrower in respect of the facility hereunder and under the security shall become immediately due and payable

**Disclosures of information**

The Bank may use any information related to the applicant for evaluating the credit application. The bank may also share such information with credit reference or rating agencies or any other creditor; for fraud prevention purposes; to its external lawyers, auditors and other sub-contractors or persons acting as the Bank's agents; to all or any other company in the KCB Group; to any person who may assume the Bank's rights under this Letter; if the Bank has a right or duty to disclose or is permitted or compelled to do so by law; and for the purpose of exercising any power, remedy, right, authority, or discretion relevant to this Facility Letter or any Transaction Document following the occurrence of an Event of Default, to any other person or third party as well. The applicant/borrower authorizes the bank to use any information that it may obtain about him / her for such purposes, as the Bank may deem appropriate.

**Indemnity**

The applicant agrees to fully indemnify the Bank against all costs and expenses (including legal fees) arising in any way in connection with the applicant's accounts, in enforcing these terms and conditions, or in recovering any amounts due to the Bank or incurred by the bank in any

legal proceedings of whatever nature.

**Change of address**

If the applicant changes the address, he/she undertakes to inform the bank of any change of address failing which, any communication sent to the original address advised to the Bank will be deemed to have been received by the applicant.

**Law**

This Letter and the contract arising out of the Borrower's acceptance of the Facility on the terms and conditions set out in this Letter shall be governed by and construed in

all respects in accordance with the Laws of Rwanda

**General**

The Borrower shall not assign all or any part of his or her rights obligations or benefits hereunder without the prior consent in writing of the Bank

Any notice or demand for payment by the bank shall be deemed to be properly served if it is delivered by hand, or sent by registered post to the address set out in this letter or to any other address the borrower may notify the Bank in writing. A notice or demand, if delivered by hand, shall be deemed to be received at the time of

delivery, if sent by registered post, shall be deemed to be received by the borrower five (5) days after posting and if sent by facsimile, shall be deemed to be received at the time of transmission.

Any failure by the Bank to exercise any right, power or privilege granted by Law shall not be deemed to be a waiver by the Bank as to the exercise of such right, power or privilege.

**The Entire Agreement**

These Terms and Conditions constitute the entire loan agreement between the Borrower and the Bank.

**Acceptance of Terms and Conditions**

The applicant understands and agrees that he/she has signed the loan application form as acceptance of the aforesaid Terms and Conditions.

The bank recommends that the Borrower seek independent advice on the terms of this letter and of any security to be issued hereunder to help him/her/it fully understand what these facility terms and Conditions involve and the potential consequences and implications for the borrower agreeing to these Terms and Conditions.

Name of Applicant..... ID Number..... Signature.....

**In the presence of:** Name..... ID Number..... Signature.....

**Branch Manager** ..... Signature..... Date .....

**MINIMUM ITEMS REQUIRED**

- Letter of undertaking from Employer on prescribed KCB Form
- Copy of Appointment letter or Employment Contract
- Loan Certificate for those who have loans with other banks
- Marriage Certificate and spouse undertaking (If Applicable)
- Bank Statement if you have not banked with KCB for more than six months
- Salary certificate
- 3 recent pay slip -stamped
- Original & copy of ID/Passport
- Passport size Photo

Name of Applicant \_\_\_\_\_ Application No: \_\_\_\_\_

Thank you for Banking with us. Your application is receiving the necessary attention. We shall revert to you in **5** days,

Name of Bank Official: \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

In case you do not receive our feedback within the above stated time please contact us on following addresses

**Contact Details: Tel: 5222 / +250 788140400 Email: contactcentre@rw.kcbbankgroup.com**