



**UNITED NATIONS SACCO SOCIETY LTD**  
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**NB: Please fill in all the information in Part C & D Accurately**

## LOAN APPLICATION & AGREEMENT FORM

INDEX NO: / CO-OP NO: \_\_\_\_\_ Date \_\_\_\_\_ Loan Application No \_\_\_\_\_

### PART A

<p>1. Applicant's full Names as per National ID Card/Passport _____</p> <p>2. National ID No/Passport No _____</p> <p>3. Date of birth _____ 4. Duty station _____</p> <p>5. Job Title _____</p> <p>6. Agency _____</p> <p>7. E-mail _____</p> <p>8. Cell phone _____</p> <p>9. Contract expiry date _____</p> <p>10. Amount applied Kshs _____ in words _____ _____</p>	<p>11. Repayable in _____ months</p> <p>12. Purpose for which loan is applied _____ _____</p> <p><u>For asset applicants only</u></p> <p>13. Declared source of income: _____ (attach supporting documents)</p> <p>14. Type of asset to be financed _____ Title No. _____</p> <p>15. Seller' name(s) _____ Address _____</p> <p>16. Quoted/Negotiated Price _____ Valuation figure _____</p>
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### Loan application type:

		Tick			Tick			Tick
1	Normal loan		6	Instant Loan		11	Asset Finance	
2	Normal loan (loyalty)		7	FOSA Salary Advance		12	Emergency	
3	Premier loan (Loyalty)		8	Car Loan		13	Insurance Loan	
4	Premier Loan		9	Dividend Advance		14	Retiree's loan products	
5	Settlement Loan		10	Education Loan		15	Others -	

### For bridging cases (please tick the loans you want to bridge)

		Tick			Tick			Tick
1	Normal loan		6	Instant Loan		11	Asset Finance	
2	Normal loan (loyalty)		7	FOSA Salary Advance		12	Emergency	
3	Premier loan (Loyalty)		8	Car Loan		13	Insurance Loan	
4	Premier Loan		9	Dividend Advance		14	Retiree's loan products	
5	Settlement Loan		10	Education Loan		15	Others -	

## PART B

### MANDATORY REQUIREMENTS:

1. A copy your latest pays slip, duly signed by both the applicant and employer
2. Copy of your National I/D Card or Passport
3. Letter of Contract, duly signed by both the applicant and employer
4. Valuation Report for asset loan
5. Supporting documents in case of emergency/School fees.

## PART C:

### Loan agreement and Declaration

I \_\_\_\_\_ hereby apply for loan of Kshs \_\_\_\_\_

(Amount in words \_\_\_\_\_)

for a period of \_\_\_\_\_ months to be paid in installments of Kshs \_\_\_\_\_ or as the Central Management Committee may decide.

I hereby declare as follows:

- 1) That I have been a member of United Nations Sacco Society Ltd for more than six months.
- 2) That my shares and deposits plus those of my guarantors in part C are sufficient to cover the loan applied for, except for settlement loan.
- 3) That I hereby give authority to my present employer to deduct from my salary every month such a sum of money consisting of Principal loan repayment and interest as may be determined by the United Nations SACCO Society Limited, until the loan is repaid in full and I hereby undertake to give similar authority to my future employers in the event that I should leave the services of my present employer before my loan is repaid in full.
- 4) That in the event that I should leave the services of my present employer, any sum of money due to me for any purpose may be utilized to the extent necessary to liquidate any balance remaining in my loan account
- 5) That I shall not withdraw from the Society while having an outstanding loan unless leaving the common bond i.e. the services of the United Nations.
- 6) That this authority is unconditional and may not be revoked during the life of the loan without express consent of United Nations Co-operative Society as well as my guarantors
- 7) That the foregoing particulars are true to the best of my knowledge and belief and I agree to abide by the by-laws of the Society, the loan policy and any variations by the Credit Committee in respect to Section C above.
- 8) That I agree to comply with the terms of the loan repayment as approved by the Credit Committee.
- 9) **The non adoption of the payroll deduction mode or otherwise, does not in any way discharge me from my obligation of ensuring that the monthly loan repayments are remitted promptly to the society.**

**PLEASE NOTE THAT LOYALTY LOAN WILL BE ADVANCED OVER A PERIOD LONGER THAN THAT SUPPORTED BY THE CONTRACT**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Witness \_\_\_\_\_ Index No. \_\_\_\_\_

(WITNESS TO APPLICANT'S SIGNATURE)

AGENCY \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## PART E, SECURITY

The following shall be mandatory for my loan

- (1) Salary      (2) Shares      (3) Guarantors

Note well: The society may require traditional collateral security to be furnished for the loan applied

**Repayment Guarantee**

We, the undersigned, hereby jointly and severally accept liability for the repayment of the borrower’s loan in the event of default. We understand that the amount in default may be recovered by an offset against our shares in the Society, by attachment of our property, salary and other benefits, and we hereby authorize the Society to recover the amount from our shares in the society, attachment of our property, salary and other benefits (as the society may elect) equivalent to the amounts we signed as guarantee.

**Caution – Guarantor Details**

Guarantors are strongly advised to read all the information supplied in this form by the applicant and terms and conditions contained here in, so as to understand the full implications of signing this part

PLEASE NOTE THAT LOYALTY LOAN WILL BE ADVANCED OVER A PERIOD LONGER THAN THAT SUPPORTED BY THE CONTRACT

Index No.	Name(in full)	Signature	Witnessing Guarantors Signature	
			Name	Signature
	<b>TOTAL</b>			

**PART F. CREDIT COMMITTEE**

Loan approved Kshs \_\_\_\_\_ in words \_\_\_\_\_  
 \_\_\_\_\_ Recoverable in \_\_\_\_\_ months

Indicate reasons for deferred / rejected loan

**1. Reasons for deferred / rejected loan**

- 1. Incomplete information, or lack of supporting documents
- 2. Timeliness
- 3. Inadequate funds to meet loan demand

## 2. Reasons for Rejected Loan

1. Inability to repay                       5. Loan not in proportion to share                       4. Ineligible Purpose
2. to clear outstanding loan first                       6. Membership Period.                       5. Lack of proper guarantors or security

Credit Committee's Minute Number \_\_\_\_\_

Chairman's Signature \_\_\_\_\_ Date \_\_\_\_\_

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

## REMARKS

\_\_\_\_\_  
\_\_\_\_\_

### *Important information*

	Loan type	Max. loan amount Kshs.	Max. Rep. period.	Prevailing interest rate per month.
1	Normal loan	14,000,000	60 Month	1.05%
2	Premium loan	14,000,000	60 Month	1.25%
3	Education loan	No limit	12 Month	1.05%
4	Emergency loan	No limit	12 Month	1.05%
5	Instant loan	1,500,000	36 Month	2.00%
6	FOSA Advance loan	1,000,000	36 Month	3.00%
7	Car loan	3,600,000	36 Month	1.25%
8	Asset loan	8,000,000	60 Month	1.25%
9	Securities	No limit	36 Month	1.25%
10	Dividend loan	To be determined	1 Month	3.00%
11	Settlement loan	No limit	12 Month	1.5%
12	Normal Loyalty	14,000,000	60 Month	1.05%

### **Some of the loan qualification requirements**

1. The member must have saved for a period of at least six with the Society
2. The loans being applied should be fully guaranteed
3. The member must have sufficient salary for loan repayments that will leave him/her with at least Kshs 10,000.
4. For Asset loans, the member should have at least 6 months on the current contract
5. The property to be secured against loan must be having a title document