

**FORM B (PCEA INSTITUTIONS)**

**CONFIDENTIAL**

**P.C.E.A. CO-OPERATIVE SAVINGS & CREDIT SOCIETY LIMITED**

**LOAN APPLICATION AND LOAN AGREEMENT**

**A) INSTITUTIONAL INFORMATION.**

**LOAN NO:**

1. Registration Name.....
  2. Institution Address. ....Code.....Office Tel No.....
  3. Nature Of Business.....
  4. Institution Pin Number .....
  5. Presbytery.....Parish.....
  6. Bank Details: Account Number.....
    1. Title of A/C.....
    2. Bank.....
    3. Branch.....
- 

**B) REQUIREMENTS.**

- (i) Minute extract showing loan was authorized.
- (ii) Photocopy of the PIN Number.
- (iii) Committal letter from Directors.
- (iv) All loan application forms should reach the office before **25<sup>th</sup>** of every month for processing to avoid any inconveniences.

**NB:** Your shares and performance should be up-to the immediate previous month.
- (vi) Please photocopy the form and bring it to the office for the office to acknowledge receipt.
- (vii) Indicate average monthly income.
- (viii) A letter of approval which will serve as a guarantee from relevant court.

**C) LOAN APPLICATION AND REPAYMENT**

We ..... hereby apply for a loan of Kshs..... (Amount in words)..... Payable over a period of ..... months in equal installments of Kshs..... Each month, plus the 1% per month interest thereof commencing from.....



**D) PURPOSE FOR WHICH LOAN IS APPLIED**

In case of several uses of the loan, state the exact amount for each use

- 1. ....Kshs .....
- 2. .... Kshs.....
- 3. ....Kshs .....

**E) REPAYMENT GUARANTEE**

**We, the undersigned hereby accept jointly and severally, liability for the payment of the loan in the event of the borrower's default.** We understand that the amount in default may be covered by an offset against our shares in the Society or by attachment of property or salary and that we shall not be eligible for loans unless the amount in default has been cleared in full. If you do not allocate the amount you are guaranteeing then it will be assumed that you have released all your deposits for guaranteeing.

**F) GUARANTORS**

We .....(Presbytery, Session, LCC) do allow and recommend above group as indicated in our letter. We further commit the presbytery, session, LCC..... Shall be liable for the same plus any accrued interest in case of any default by the group.

Signed By: Chairman.....

Clerks.....

**FOR OFFICIAL USE ONLY**

**Loan Appraisal**

Shares ..... x 3 .....  
Self .....  
Add shares guaranteed .....  
Minus shares guaranteed .....  
Minus loan applied Kshs. ....  
Result must be more than 0 .....  
  
Kshs.

A. Loan computations: -

Shares Kshs..... x 3 Kshs.....

B. Loan Applied .....

Add Outstanding loan if any .....

Total Loan .....

**NB- B above should not be more than A.**

C. Eligibility of payment

Group present gross monthly income Kshs..... x 0.667 Kshs.....

**CREDIT COMMITTEE**

We have examined the following application in conjunction with the above recommendation and have decided as follow:

Loan approved is Kshs..... recoverable in ..... months installments, at an interest rate of 1% per month on a reducing balance.

Minute No..... Date.....

Credit C. Chairman..... Date.....

Secretary..... Date.....

**LOAN AGREEMENT:**

Name (As per Registration Certificate).....

Copy of Registration Certificate.....

This agreement is made between PCEA Sacco Ltd, a duly registered co-operative society herein referred to as PCEA Sacco Ltd and above borrower, and the borrower agrees to repay the said loan and interest as per the attached schedule which I acknowledge.

- a) Loan amount borrowed in Kshs.....
- b) Interest rate.....Total interest in Kshs.....
- c) Installment period.....Months
- d) Total amount or repay Kshs.....(a+b)
- e) Loan disbursement date.....
- f) Installment will be due weekly/Monthly beginning on.....and the last installment shall be on.....
- g) Disbursement of loans to be through EFT.
- h) Loanee to meet the cost of insurance as per sacco regulations.
- i) The group to be charged at least 1% of the loan or Kshs.500.00 whichever is greater for processing a loan.
- j) Loan defaulted will accrue 5% penalty every month of the outstanding loan balance.

*Please before signing this application form, give us consent to share your Credit Information, Both positive and negative with a Credit Reference Bureau (CRB)*

I.....Authorize PCEA.Sacco to access my credit Report for credit appraisal as stipulated above for the purpose of my Loan application.

Signature.....ID.....Date.....  
.....

Signed by official/directors 1. \_\_\_\_\_ Date \_\_\_\_\_  
2. \_\_\_\_\_ Date \_\_\_\_\_  
3. \_\_\_\_\_ Date \_\_\_\_\_

**Paid Cheque No.....**

**Amount Kshs..... Insurance.....EFT Comm.....**

**Total..... Date.....**

**SIGNED ON BEHALF OF SOCIETY BY:-**

**APPROVES CREDIT COMMITTEE**

Chairman \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_

Member \_\_\_\_\_ Date \_\_\_\_\_

**RATIFIED BY EXECUTIVE COMMITTEE**

Chairman \_\_\_\_\_ Date \_\_\_\_\_

Vice chairman \_\_\_\_\_ Date \_\_\_\_\_

Treasurer \_\_\_\_\_ Date \_\_\_\_\_

Secretary \_\_\_\_\_ Date \_\_\_\_\_

Manager \_\_\_\_\_ Date \_\_\_\_\_