



**JAMII CO-OPERATIVE AND SAVINGS CREDIT SOCIETY**  
P.O Box 57929 -00200, Nairobi, Fax: 552523  
Tel: (020) 552477,552448, Mobile: 0712-852762, 0724-179890, 0736-613863  
Web: [www.jamiisacco.coop](http://www.jamiisacco.coop) E-mail: Info@jamiisacco.coop

**MICRO-FINANCE LOAN APPLICATION FORM.**

**APPLICANT'S PARTICULARS.**

Please write your names as they appear on the ID card, and attach a photocopy of the same.

Loan Type.....

Member No..... ID NO.....

Name.....

Marital Status..... Age.....

Occupation..... Residence.....

Business Location.....

Nearest Church/mosque/primary school to the business.....

Postal Address ..... Mobile No.....

**1. GROUP DATA**

Group Name.....

Date of Registration ..... Reg No/Serial No.....

Location of the Group.....

**2. LOAN INFORMATION**

Amount of loan applied for in Kshs.....

In words..... Repayment Period .....

Specific Purpose .....

Investment site (Location).....

***SAVING & INVESTING TOGETHER***



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### **3, LOAN GUARANTEE**

We the undersigned members of.....Hereby certify that each of us has read and understood and agreed to abide by his guarantee, and that in our assessment this applicant is able to service the loan requested. In accordance with group policies we undertake to forfeit our current and future savings if the applicant fails to repay the loan and service charge.

**Guarantor Table:**

S/NO	Names(in Full)	ID No	M/No	Amount Guaranteed	Date	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

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**4. Securities offered by the member.**

List the items offered as securities and their Values e.g. Sofa Set, Electronics etc

NO	Item(s)	Year Bought	Serial No	Purchase price	Forced value
1					
2					
3					
4					
5					
6					
				Totals	

Name of the spouse.....  
 Signature.....Date.....Mobile no.....

**5. Group Officials Approval**

Position	Names in Full	ID/No	Signature	Mobile No:
Chairperson				
Secretary				
Treasurer				

**DECLARATION BY THE APPLICANT**

I/We declare that, the statements herein, are true to the best of my knowledge and belief. I further undertake to abide by any alterations on the loan amount, terms and conditions of the payment attached here to the credit committee and declare that the statements herein are made for the purpose of obtaining the loan and are true to the best of my knowledge and belief.

Applicants Signature..... Date.....

In the presence of .....

.....  
 (ADVOCATE)

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**FOR OFFICIAL USE:**

**CREDIT OFFICER**

I certify that the applicant and Group have fulfilled all the requirements.

Members Total Deposits/saving.....

Amount recommended Kshs..... In words.....

Repayment Period.....

Name.....signature.....Date.....

**Chief Executive Officer**

I have examined this loan application with the above remarks and hereby decide as follows:

Loan Recommended Kshs ..... In words.....

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

**SACCO CREDIT COMMITTEE APPROVAL/EXECUTIVE**

<b>Officials</b>	<b>Names in Full</b>	<b>Signature</b>	<b>Date</b>
Chairperson			
Secretary			
Member			

**7. EXAMINATION**

I have examined and satisfied myself that this loan has been granted in accordance with the societies by –laws and rules and as per the loaning policy currently in force.

Name ..... Examination Officer Signature.....

Date.....

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## **8. LOAN RECEIPT ACKNOWLEDMENT**

This is to acknowledge receipt of cheque No.....in Amount of Kshs.....

(In words).....payable under the terms stated in loan agreement form.

Name( Borrower).....Signature.....

ID No.....

### **TERMS AND CONDITIONS**

1. *The applicant to be co-guaranteed by other members in the group.*
2. *All loan repayments will occur in the group meetings which are held either weekly or monthly.*
3. *The applicants are expected to continue saving a minimum of Khs 200 per week or Khs 800 on monthly basis.*
4. *Insurance cover and loan appraisal will be 2.5% of principal loan*
5. *The applicant is expected to accumulate 25% savings of the loan applied*
6. *The applicant MUST be an active member of the group before any loan is granted to them*
7. *The applicant MUST have saved for at least eight(8) weeks before they can apply for a loan*
8. *Default penalty of 3% shall be charged for any defaulted loan*
9. *Suspension of registration certificate for unrecoverable loans or complete default*
10. *The member is required to clear any outstanding micro-loan with his/her own cash before applying for another loan.*
11. *Guarantors of individual members MUST commit themselves in writing in addition to signing the loan form.*
12. *For married members the other partner MUST give his/her consent whenever household or business assets are pledged as collateral/security.*
13. *Biashara loan is granted from Kshs 10,000 up to Kshs 300,000*
14. *Biashara loan plus is granted from Kshs 300,001 up to Kshs 1,500,000*
15. *The society must capture your photograph and signature for record.*

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