



# LONG TERM LOAN APPLICATION FORM

Loan No:

## FOR OFFICIAL USE ONLY

Kindly read the loan terms and condition declarations before you fill this form . complete in **BLOCK** letters or tick (✓) appropriate box unless otherwise indicated.

### A. PERSONAL DETAILS

Title: Mr./Mrs./Dr./Ms./Prof:	Member Full Names:	Membership Number:		
ID/Passport No:	Date of Birth:	KRA PIN no:		
Current Mobile No:	Current Address:	Email Address:	No. of Dependents:	
Marital Status :	Married <input type="checkbox"/>	Single <input type="checkbox"/>	Widow/Widower <input type="checkbox"/>	Other <input type="checkbox"/>
Spouse Name:	Spouse ID No:	Membership Registration No:	Mobile No:	

Attach certified & signed pay slips for 3 months

### B. EMPLOYMENT DETAILS

Self Employed <input type="checkbox"/>	Permanent & Pensionable <input type="checkbox"/>	Temporary: <input type="checkbox"/>	Contractual (attach copy of letter):	
Payroll No:	Name of current Employer/Business:	Employer Email:		
Nature of Business:	Industry:	Sector:	Business Activity:	
Current salary Per Month:	10,000 – 50,000 <input type="checkbox"/>	50,000 - 100,000 <input type="checkbox"/>	100,001 – 500,000 <input type="checkbox"/>	500,001 – 1000,000 <input type="checkbox"/>
Work physical address:	Telephone (office):	Position:		
Department:	Employment terms:	Employer Email:		

Current Residential address (Kindly attach utility slip).

### C. RESIDENCE DETAILS:

Residential status:	<input type="checkbox"/> Rent	<input type="checkbox"/> Own (Mortgaged)	<input type="checkbox"/> Own (Not Mortgaged)	<input type="checkbox"/> Living with Parents	<input type="checkbox"/> Employer Provided
County:	Sub- County:	Ward:			
Area / Plot No:	Street Name:				
Nearest Market:	Current Police Station:				
Length of stay at present address: Years	Previous residence address (if less than 3 years at current residence)	Permanent address if different from present Address:			

#### D. LOAN DETAILS

<b>Loan Status:</b> Normal Loan <input type="checkbox"/> Business/Entrepreneur <input type="checkbox"/> School Fees Loan <input type="checkbox"/> Others (state below) <input type="checkbox"/>			
Amount of loan applied KSH (amount in figures):		(amount in Words):	
Repayment Period (In months):		Repayment Amount:	
<b>security for the loan:</b> Guarantor(s): <input type="checkbox"/> Deposit from junior : <input type="checkbox"/> Security / Collateral : <input type="checkbox"/>			
<b>Loan Processing Charges (1%):</b> Kindly Tick where appropriate: Paid upfront : <input type="checkbox"/> Deduct from Loan : <input type="checkbox"/>			

I am authorizing your office to transfer my loan amount to the following bank account.

Account Name:	Bank Name:	Branch:

#### E. DECLARATION

☐ I hereby declare that the foregoing particulars are true to the best of my knowledge and belief and agree to abide by the by-laws of the group.

In respect of section above, I also understand that the basic rules applicable to this application are as listed and understand the loan will be granted only according to these rules.

1. That I must have been a contributor for a minimum period of six months and contributed minimum share of KSH. 6,000.00.
2. That I apply for a loan not exceeding three times my shares in AZIRA SHG,
3. That the maximum repayment period for the loan I have applied for does not exceed 48 months.
4. That the guarantors must be members of the group and have given their both their personal and membership numbers and should not have acted as guarantors for more than five loans. Guarantors must ensure that the amount in word and figures applied for tally before they sign the form.
5. That I undertake to service my loan regularly without causing embarrassment to my guarantors.
6. Lump sum contribution for the purpose of securing loan from the group can be considered only if such money remains in the group for at least six months from the date of making such payment
7. Bulk clearance of loans is acceptable, but fresh loan will be granted after three months from the date of bulk clearance.
8. That school fees loan will be granted to me on production of school fees structure and is repayable within the remaining months of the calendar year when the loan is advanced. This excludes college fees, which shall be repayable within 12 months.
9. That the defective or incomplete loan applications once returned to members and re-submitted to the group after corrections will be treated as fresh, loan applications.
10. That on a member being granted a loan, the member shall not revise their share contribution below KSH. 2,000.00 or the latest six months average share contributions, whichever is less.
11. That I have attached to my loan application the following documents a certified copy of my current pay slip (employed ) and a clear copy of ID , GUARANTORS ID and KRA PIN NO .

## F. GUARANTORS DECLARATION

We, the undersigned here by understand and agree, acting as guarantors of :

for the loan requested on this agreement .

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

**Note** -Where collateral is used as security, The group will resort to our affiliated financial partners to determine the valuation of the asset provided. Where asset offered is not sufficient the borrower may be requested to provide guarantors.

Guarantor's Name.	Membership No.	ID No.	Amount Guaranteed.	Signature	Mobile No.	Guarantor Approved/ Rejected.

### WITNESS: (Must be an Active Member)

Name ----- Membership Registration No. ----- Phone Number. -----  
 Physical Address ----- Signature ----- Date -----

## F. MEMBERS DECLARATION.

I declare that I have READ, UNDERSTOOD AND COMPLIED with all the LENDING REQUIREMENTS as contained in the loan application form, and the particulars I have given are true to the best of my knowledge and belief. I agree to abide by the by laws of the group, the loan policy and any variations by the Board in respect to above sections.

Name: ----- Membership No. ----- Signature. -----  
 Date: -----

Witnessed by:

Name: ----- Membership No. ----- Signature. -----  
 Date: -----

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The Application has been approved under the following category: Individual ☐

**KYC** verification and member interview was done by:

*I confirm all details are completed as per KYC procedures, with relevant documents attached. I accept this Loan Application with Azira SHG.*

**INFORMATION CHECKLIST**

**Proof of:**

**Original ID/Passport Sighted** : YES ☐ NO ☐ reason

**ID/ Passport Copies Obtained** : YES ☐ NO ☐ reason

**ID copies of the guarantor(s):** YES ☐ NO ☐ reason

**Application details completed:** YES ☐ NO ☐ reason

**Employment:** YES ☐ NO ☐ reason

**Income:** YES ☐ NO ☐ (most recent pay slip) reason

**Address:** YES ☐ NO ☐ (most recent utility statement) reason

**Original Collateral Documents:** YES ☐ NO ☐ reason

**Terms and Conditions Initialed by Customer** YES ☐ NO ☐ reason

Staff Name	Staff Number	Staff Signature	Date (YYYY-MM-DD)

Authorising Official's Signature: .....

Stamp .....

We have examined the above application in conjunction with the loan appraisal and decided as follows:

Result of the Evaluation:    Approved <input type="checkbox"/> Rejected <input type="checkbox"/> Deferred <input type="checkbox"/>			
Loan approved Kshs:			
<b>Loan type</b>	Normal Loan	Business/Entrepreneur	School Fees Loan    Others (state below)
<b>Security Offered</b>	Value:	Type	Details:
Accept Lesser Offer    YES <input type="checkbox"/> NO <input type="checkbox"/>		Minimum amount :	
Recoverable in Installments :		Months/Years:	
Deferred/rejected for the following reasons:			
Signature of Member:			
Name    -----	Signature    -----	Date    -----	
Signature of Treasurer & Assistant treasurer:			
Name    -----	Signature    -----	Date    -----	
Name    -----	Signature    -----	Date    -----	
Signature of Secretary:			
Name    -----	Signature    -----	Date    -----	
Signature of Chairman:			
Name    -----	Signature    -----	Date    -----	

SHG DECLARATION (OFFICIAL USE)		
Signed for and on behalf of Azira SHG LTD	Location Identifier	Date (YYYY-MM-DD)

## **TERMS, CONDITIONS AND BYLAWS**

1. I understand that the basic rules applicable to this application are as listed and understand the loan will be granted in accordance with these rules.

2. Members must have contributed for a minimum period of six consecutive months having a minimum share/deposit contribution of KSH. 1000/= per month.

(2.1). The rate of interest shall be One percent (1%) per month on reducing balance basis.

3. Members are limited to loan amount amounting to three times their savings.

4. A member will be required to maintain a monthly deposit contribution.

5. Outstanding loans must have been cleared before a new loan is granted OR as per the standing policy guiding respective loan products.

6. The guarantors must be members of the group and should not have acted as guarantors for more than three other loans.

7. Guarantors' loan and deposits must be up to date to qualify for loan guarantee.

8. Lump sum contribution for the purpose of securing a loan can be considered only if such money remains in the group for at least six months.

9. By agreeing to be guarantors, we accept the following conditions:

### **Liability for Repayment**

We are jointly and individually liable for the borrower's loan repayment in case of default.

### **Recovery of Defaulted Amount**

The defaulted amount may be recovered through: authorized deduction on any balance, interest and costs appertaining to the aforementioned loan against our deposits/shares in the Group. Attachment of our property, salary, and other benefits.

### **Loan Eligibility**

We may be ineligible for future loans unless the defaulted amount is fully repaid.

### **Extent of Liability**

Liability extends beyond the deposits held by each guarantor in the Group.

Credit Reference Bureau Reporting  
Our details may be submitted to the Credit Reference Bureau (CRB) in the event of default.

9. In case of default the communication to the guarantor and the Applicant shall be as follows;

- First month reminder via SMS/phone call to the applicant.

- Second month another notification via SMS to the applicant and guarantors (for a guaranteed loan).

- Third month SMS notification to the applicant and guarantors.

- Fourth month SMS notification to the applicant and guarantors that the loan has been offset

10. Upon default, the group on behalf of its affiliate shall dispose any collateral offered as security to recover the amount defaulted.

11. The member will also be liable for any costs incurred in the agencies so appointed for the loan balance and accumulated interest.

12. No member shall withdraw their deposits unless all loans are repaid and all loans guaranteed by him/her cleared or replacement guarantors sought for the same.

13. A member who has been guaranteed by a defaulter will not be eligible for a new loan or to guarantee any new loan unless he/she provides a replacement to the defaulter.

14. Our affiliates shall obtain credit report from Credit Reference Bureau as may be required in certain circumstances at the discretion of the Board.

15. In case of default, the default information will be furnished to a Credit Reference Bureau without prior written consent.

16. That for the duration of the loan or loans to the undersigned borrower, the undersigned borrower shall not offer the assets as collateral security, for any other loan pledge or any other facilities of a commercial nature.

17. Any deviation from this provision shall be treated as a breach of contract on borrower's part and shall entitle the group seize the assets without any notice.

18. the duration of the loan or loans to the undersigned borrower or otherwise transfer title to the assets to a third party or trade the assets for the property other than that described in the assets schedule without prior written consent of the group.

19. That, in the event of borrower's death, this agreement shall be binding on borrowers' heirs, executor(s) administrator(s) and personal representative.

20. That any forbearance, indulgence or relaxation by the group shown or granted to the undersigned borrower in enforcing any terms or conditions of this Agreement shall not in any way affect, diminish, restrict, waive or prejudice the rights or powers or the group under this agreement.

*I/We the undersigned confirm that I/we have read and understood the terms and conditions stated above and freely agree to abide by them. Additionally, we confirm the accuracy of the information provided to Azira SHG to the best of our knowledge.*

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_