UNIVERSAL TRADERS SACCO
"Together we Prosper"

S/No-**PL**

UNIVERSAL TRADERS SACCO SOCIETY LIMITED.
P. O. BOX 2119-90100, MACHAKOS. TEL: 044-2020571 FAX: 2021350

MICRO CREDIT LOAN APPLICATION FORM

PART 1: INSTRUCTIONS

Applicants must read the following requirements and instruction before completing this loan form:

1. The application must be made in original Universal Traders Sacco loan form.
2. The applicant must fill the loan application in full in his/her own handwriting. Incomplete forms will be returned unconsidered and the loan applicant will be requested to buy a new form for reapplication.
3. Loans are granted in accordance with the society micro-credit unit loan policy basic requirements.
4. The total loan granted shall not exceed 4 times a member savings.
5. The official loan form repayment period is 6 months for the 1st loan, 12 months the 2nd loan maximum period of 24 months for 3rd loan and subsequent loans.
6. To qualify for a loan, a member must have contributed savings for eight consecutive weeks prior to the loan application.
7. To qualify for consideration a member must have cleared his/her previous loan in full.
8. All loans approved are paid through members FOSA A/C.

PART II: TO BE COMPLETED BY THE APPLICANT

MR./MRS/MISS/REV./DR._____*(block Letters)*

Member Number _____ID No._____ Period in the Sacco_____

Marital Status _____Name of Spouse/Guarantor _____ID No._____

Present Address _____Physical Address_____

Tel No. _____Premise Rented or Owned/Plot No_____

Group Name _____Group Purpose _____Loan Level_____

Amount of loan applied for in Kshs_____In words _____

_____

LOAN GUARANTEE

We the undersigned members of……Hereby certify each of us has read and understood and agreed 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.

	M/No	NAME *(full names)*	SAVINGS	ADDRESS/PHONE	ID No.	DATE	SIGNATURE
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

DECLARATION BY THE CREDIT OFFICER

I hereby declare that all the above guarantor/member signatures are true and were signed in my presence

UTS-Credit Officer…….....Signature…….....……...…..……..... Date……..…..

CREDIT REFERENCING & INFORMATION SHARING

i) Customer Declaration:

In connection with this application and/or maintaining a credit facility with the Universal Traders Sacco, I authorise the Universal Traders Sacco to carry out credit checks with or obtain my credit information from, a credit reference bureau. In the event of the account going into default, I consent to my name, transaction and default details being forwarded to a credit reference bureau for listing. I acknowledge that this information may be used by banking institutions and other credit grantors in assessing applications for credit by me, associated companies, and supplementary account holders and for occasional debt tracing and fraud prevention purposes.

ii) Disclosure of information:

I agree that the Universal Traders Sacco may disclose details relating to my credit facility account to any third party including credit reference bureaus, if in the Lender's opinion such disclosure is necessary for the purposes of evaluating my credit worthiness or any transaction with or credit application made to the Lender or such third party, maintaining my Account with the Lender or for any other lawful purpose.

DECLARATION BY THE APPLICANT.

I/we declare that, the statements here in, 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 by the credit committee and declare that the statements herein are made for the purpose of obtaining the loan and are true to be best of my knowledge and belief.

Signature_____ Date_____

LOAN APPROVAL BY GROUP COMMITTEE

On behalf of the above mentioned group/kitungo, and its members, we hereby affirm that the borrower is a member of our group and that the group/kitungo has approved this loan.

Name (Chairman)…….....……..…..…Signature…….....Date…….....……..

Name (Secretary)…….....……..…..…Signature…….....Date…….....……..

Name (Treasurer)…….....……..…..…Signature…….....Date…….....……..

OFFICIAL USE ONLY

UTS-Credit Officer…….....Signature……..…….....Date……..

UTS-C.E.O…….....Signature……..…….....Date…….....……..

(A) Credit Committee

During a credit committee meeting Universal Traders Sacco sitting on……..……we approved/rejected/deferred the above loan of Kshs……..……..…

Vide committee minute No:……..……of……..……..

Comments and reasons…….....……..…..

…….....……..…..

1. Credit chairman ……..…….. Signature ……..…… Date …..……..…..

2. Member ……..…… Signature ……..……..…… Date …..……..……

3. Treasurer……..…..…. Signature ……..…… Date ……..……..…

Comments *(if any)*……..…..……..…..

LOAN DISBURSEMENT FEE

Kshs ……..…... Receipt No. ……..……..…… Date …..……..…..…

LOAN RECEIPT ACKNOWLEDGEMENT

This is to acknowledge receipt of cheque No…….....…… in the amount of Kshs…….....……..……..

(in words)……

payable under the terms stated in loan agreement form.

Name *(Borrower)*……..…..... Signature…..…….....……..…...ID No…..……..

UTS Manager…….....Signature…….....……..…...Date……..

REPUBLIC OF KENYA

IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT

***(CAP 15)* LAWS OF KENYA**

AND IN THE MATTER OF MATTER OF …...……SELF HELP GROUP

AND

IN THE MATTER OF UNIVERSAL TRADERS SACCO LTD.

AND

IN THE MATTER OF …….. ID No……..

(BORROWER)

AFFIDAVIT

I…… of P. O. Box Number ……in the Republic of Kenya do herein make oath and state as hereunder.

1. That I am the deponent herein.
2. That I am a Kenyan Citizen and the holder of Identity Card Number…….....…….
3. That I am a member of……Self Help Group registered under the Ministry of Culture and Social Service Certificate number……..….....…
4. That I do hereby state that I have been and I will always abide to the Rules, Laws, By-laws and the constitution governing my above mentioned self help group.
5. That as long as the rules contained in the constitution of my above mentioned self help group are not repugnant to the laws of this land the rules take precedence over any other Law(s).
6. That Universal Traders Sacco has upon my application agreed to extend loan facility to me.
7. That the loan so extended shall be secured by the other members of my Self Help Group known as……..…….
8. That I do undertake to do all that which is under my power and ability to service the loan advanced to me.
9. That due to the fact that I am small-scale businessman/farmer I am not in a position to provide any real security *(collateral)* to secure the loan.
10. That the items belong to me and I without fear of contradiction swear that no other person even my spouse can lay any claim over the items I have provided as security.
11. That in case I fail to service the loan and/or any part thereof as agreed between Universal Traders Sacco, the group and myself I do state that I will forego and surrender for sale by way of Public Auction or by Private treaty all my properties listed in the attached list of properties.
12. That pursuant to default I further state on oath I expressly gave amount to my group known as .....Self Help Group to attach/repossess my shown properties and sell them to recover the principal amount of the loan and interest which will be due.
13. That incase of any short fall on the proceeds realized upon the sale of my properties listed herein attached I do further state that myself help group known as……...……..... and Universal Traders Sacco shall be at liberty to take me to court to recover the difference and I do further state that I will not have any defence to such so filed against me.
14. That I further state that I shall neither take my group known as…….....……Self Help Group nor Universal Traders Sacco to court if either or both ever repossess and sell my so listed proper ties due to default on my repayment of the loan advanced to me.
15. That in incase my group know as……..Self Help Group ever disintegrates before the loan advanced to me is fully paid *(discharged)* I do authorize and I do declare the Universal Traders Sacco shall be at liberty and have power to repossess and sell the items pledged as the security for the loan.

16. That all what is deponed herein is true to the best of my knowledge, information and belief.

SWORN at……by the said)

……..this……..…..)

Day of…….....20…….....…….....)

) _____

DEPONENT

BEFORE ME)

)

)

COMMISSIONER FOR OATHS

I……..ADVOCATE do hereby certify that the above named person appeared before me the date mentioned herein above and freely and voluntarily executed this instrument after I clearly explained to him/her the contents and implications of this instrument.

SIGNED…….....…….....…..STAMPED…….....…….DATE…….....……

SCHEDULE OF PROPERTIES

No	DESCRIPTION	YEAR BOUGHT	SERIAL No.	PURCHASE PRICE	FORCED VALUE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
			TOTALS		

Declaration (Group Loan Committee)

We the undersigned declare that we have seen the above listed properties and ascertained their current condition and that they are worth to be pledged as securities to secure the applied loan.

Name……)

_____
(Chairman)

Name……....)

_____
(Vice-Chairman)

Name……)

_____
(Member)

Declaration (Loanee)

I……..declare that the above listed items are solely mine and I will not dispose them at the time of servicing of the loan.

Name……..…..)

_____
Loanee/Guarantor

Certification (Credit Officer)

Certified correct by: Name ……..... Sign …….....…..……

I…….. ID Number……..of

The items should be unconditionally sold to offset the same if I default on loan repayment to any other liability so incurred and I should be committed to Civil jail if the amount due remains unrecovered.

Signed…….. Date ……

LOANEE

In the presence of

1. Chair person (Name)	Signature	Date
……..	……..	……..….
2. Spouse/Guarantor (Name) ID No.	Signature	Date
……..	……..	……..….
3. UTS-Credit Officer	Signature	Date
……..	……..	……..….