

COCOTECH CO – OPERATIVE SAVINGS & CREDIT SOCIETY LIMITED.

P.O. BOX 15633, NAIROBI. TEL: 891 201 Ext 2630

LOAN APPLICATION FORM

A. LOAN APPLICATION FOR THE MONTH OF.....20.....

1. Members Name.....M/No.....
2. National Identity Card No:.....PF No.....
3. Member's Address.....
4. Date of Employment.....
Terms of Employment..... (Specify if temporary, Permanent & Pensionable or Contract)
5. Position in Society.....(Specify if committee/Staff Member)
6. Nationality.....
7. Station/Campus.....
8. Mobile No..... Email:.....

B. LOAN PARTICULARS

9. Amount of loan applied for Kshs.....
(Amount in words.....)
for a period of.....months to be repaid in installment of Kshs.....monthly commencing on.....20.....
10. Type of loan applied for (in case of several uses of the loan, state the exact amount for each use)
i. Kshs.....
11. Amount of outstanding loan Kshs.....
(In words.....)
12. Additional security offered other than shares and guarantors.....

C. DECLARATION BY THE APPLICANT

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief and I agree to abide by – laws of the society, the current loan policy and any variations by the credit committee. I hereby authorize the necessary deductions including% (percent) interest monthly to be made from my salary as repayment for this loan. I declare that I am not indebted to any other savings and credit society

13. Name of applicant..... PF No.....
 Signature..... Date.....
 Witness Signature.....
 Name.....
 Address..... Mobile No..... PF No.....

D. GUARANTORS

TO BE COMPLETED BY GUARANTORS

We the undersigned hereby accept jointly and severally the liability for the repayment of the foresaid loan in the event of the borrower's default. We understand that the amount in full default may be recovered by being offset against our shares in the society or by attachment of one's salary and we shall not be eligible for loans unless the amount in default has been cleared in full.

PF NO	SHARES	NAME	SIGNATURE

E. TREASURER'S COMMENTS

14. Total shares Kshs..... outstanding loan
 Kshs.....

15. Classification of outstanding loans

1.	TYPE OF LOAN	AMOUNT (Kshs)
2.	Normal loan	
3.	Cocoplus loan	
4.	School fees loan	
5.	Emergency loan	
6.	Cocoholiday loan	
7.	Cocoinua loan	
8.	Cocoquota loan	
9.	Coconusu loan	
10	Others (Specify)	
	Total	

F. ELIGIBILITY CALCULATIONS

17. Maximum loan by shares x3 Kshs.....
 18. Maximum loan by salary Kshs.....
 19. Member's gross salary Kshs.....
 20. Member's present net salary Kshs.....
 21. Total monthly repayments to the society including payment of loan requested are Kshs.....
 (NB: Total deductions must not exceed 2/3 of a member's salary)
 22. This application should be accepted/rejected for the amount Kshs.....repayment in.....
 months
 23. The loan application is rejected or amount reduced for the following reasons:-

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

G. CREDIT COMMITTEE

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

- i. Loan approved Kshs.....recoverable in
 Installments at an interest rate of one percent monthly reducing balance.
- ii. Loan rejected for the following reasons:-.....

 Credit Committee minute No..... Date.....
 Chairperson's Signature.....
 Member's Signature.....

H. DISPATCH OF CHEQUE

To be completed by Treasurer/Manager
 i. Cheque No..... Kshs..... Date.....
 Name..... Signature.....
 Date.....