



TOP UP EMERGENCY LOAN APPLICATION AND AGREEMENT FORM

***Attach 3 latest payslips**

*** Copy of National ID**

*** Interest rate 1% p.m.**

A. APPLICANT'S PERSONAL INFORMATION

Applicant's Name: _____ Gender: ☐ Male ☐ Female

PF Number _____ Member Number _____ National I/D No. _____

Postal Address _____ Mobile No. _____ Email _____

BANK NAME: _____ **ACCOUNT NUMBER:** _____ **BRANCH:** _____

KRA PIN _____

Marital status: Single ☐ Married ☐ Widowed ☐ Other ☐

B. EMPLOYMENT DETAILS

Applicant's Employer: _____ Postal Address : _____

Physical Address: _____ Tel: _____

Provide proof of other incomes if loan is not by check-off. (At least 3 (three) months bank statement

Employment Terms: Permanent ☐ Casual ☐ ☐ Contract Others (specify) _____

C: LOAN PARTICULARS

PURPOSE (Mandatory) _____

Amount applied for in figures _____ Repayment Period in Months: _____ (18 Months Maximum)

Amount applied in words _____

NB: Alterations on amount applied above will not be allowed.

D. SECURITY DETAILS

I offer the following security

Salary _____ Deposits & Savings _____ Guarantors _____

E. HUMAN RESOURCE OFFICER

Designation of applicant..... Tenure of employment

End of tenure Gross amount per month..... Please note

that 1/3 of the applicant's salary is Kshs..... And his/her take home should not be below this amount

NAME

.....**SIGNATURE**.....**STAMP**.....

CONDITIONS

- ❖ The applicant's deposits plus those of the guarantors must be sufficient to secure the loan.
- ❖ The SOCIETY may at its discretion reject a guarantor proposed by an applicant
- ❖ Guarantors are advised to read all the information supplied in this form by the applicant and terms and conditions obtained in order to understand the full implication of loan guarantee

REPAYMENT GUARANTEE

We, the undersigned, hereby accept jointly and severally, liability for the repayment of this loan in the event of the borrower's default. We understand that the amount in default may be recovered by an offset against our deposit or attachment of our property, salary FOSA deposits and other property owned by us.

	PF No.	Name	Amount Guaranteed	Phone No.	National ID No.	Signature
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
	TOTAL					

BRIDGING FINANCE (Clear the following outstanding loans)

I hereby request for a bridging loan to clear outstanding debts below: -

	Loan type	Amount (Amount to be cleared will be the outstanding balance at the time of this loan application)
1	Emergency	
2	School Fees	
3	Normal	
4	Long Normal	
5	Super Normal	
6	Others	
TOTAL		

F. LOAN AGREEMENT AND DECLARATION

In consideration of SHAMIRI SACCO SOCIETY LTD. ("the SOCIETY") granting me the amount of loan herein applied for or as may approved by its Board of Directors, I hereby declare THAT: -

1. I am a member of the SOCIETY and shall not withdraw from the SOCIETY or omit to do anything which may result in my said membership being withdrawn, suspended or cancelled while the loan here in is outstanding.
2. My deposits together with those of my guarantors are sufficient to secure the loan amount applied for herein.
3. My current and future employers are authorized to deduct and directly remit, from my salary or wages, the amount indicated herein or as may be advised by the SOCIETY as the monthly repayment amount until payment in full. These instructions shall remain irrevocable until the loan amount herein has been fully repaid together with interest thereon as may from time to time be advised by the SOCIETY.
4. In the event that I am not salaried at the time of entering this agreement or I have opted to service the loan through other means other than by the way of check off by the employer, I undertake to give and maintain such security as the SOCIETY may consider adequate and to review it from time to time as may be advised by the SOCIETY. I shall also give to my bank an irrevocable standing order for the monthly repayment amount indicated here in, or as advised by the SOCIETY, in favor of the SOCIETY, and I shall not revoke the said standing orders while the amount herein remains unpaid.
5. I understand that the SOCIETY may, at its sole discretion, treat as a breach of loan conditions should I revoke the instructions in paragraph 4 above without obtaining the prior written consent of the SOCIETY.
6. In the event that my current employment is for whatever reason terminated while the loan here in not fully repaid, I shall immediately and not less than 14 days notify the SOCIETY, and in the event that I have taken up new employment to immediately notify the SOCIETY of the details of the new employment.
7. In the event that I should, for whatever reason, leave the services of my present employer, any sum of money due to me from the said employer for whatever reason, any sum of money due to me will be used to settle any balance remaining unpaid on the account of the loan amount here in.
8. I understand that I am obliged to repay the loan amount and the interest as stipulated in the agreement or as may be advised by the SOCIETY from time to time. In the event that I default servicing the loan or in any manner breach the loan conditions, the SOCIETY reserves the right to recover the amount due under this agreement by settling off against my shares, deposits or other monies held in my account(s) with the SOCIETY or any of its affiliates, or employ any other means to recover the outstanding amounts including attaching my property.
9. I understand that in the event that I default servicing the loan amount herein, the SOCIETY reserves the **right to share my credit information with other financial institutions, public authorities and the licensed Credit reference Bureaus, subject to any applicable law.**
I warrant that in the event of disclosure of my credit information as stated above, I shall have no claim against the SOCIETY or any of its officers, servants, directors or agents and I shall indemnify the SOCIETY against any loss of injury arising out of any claim brought by myself or on my behalf for a result of such disclosure.

APPLICANT'S SIGNATURE: _____ DATE: _____ ID/PASSPORT NUMBER: _____

G. FOR OFFICIAL USE ONLY

Deposits and outstanding loans at.....

		BALANCE.
1	TOTAL DEPOSITS	
2	3* DEPOSITS MULTIPLIER	
	LOANS OUTSTANDING.	
3	Emergency	
4	School Fees	
5	Normal	
6	Long Normal	
7	Super Normal	
8	Others (Specify)	
9	Total Loans Outstanding	
10.	Amount Applied	
11.	New Total Loan	
12	(No.2 Less No.11)	
13	Amount of Loan Bridged	
14	Charges of Bridging (5% of of NO.13)	
15	No.13 Plus No.14	
16	Amount to be Disbursed (No.11-No.15)	

Present Basic Monthly Salary:-..... 1/3 of the Basic Salary:-.....

Total Net Pay:..... (Must Not Exceed 2/3 of Basic Salary).

Amount Available to Service the

loans.....

Eligible Amount: -..... Period:-.....Deductions:-.....

APPRAISED BY:-

NAME.....DESIGNATION.....

DATE.....SIGNATURE.....

Amount recommended by appraising Officer: Kshs:	DEDUCTION	PERIOD
At the prevailing interest rate.	Signature of the Recommending Officer	Date
Amount Approved by the Approving Officer Kshs.		
Signature of the Approving officer		Date
Acknowledgement of payment		
I have received Cheque No	Amount	Date

H. DISBURSEMENT

EFT/RTGS/B2C/CHEQUE NO.....

AMOUNT IN FIGURES: -.....AMOUNT IN WORDS: -.....

.....

COLLECTED BY:- NAME.....SIGNATURE..... DATE:-.....

ISSUED BY:-

NAME.....SIGNATURE.....STAMP.....