



# KCCA STAFF MULTIPURPOSE COOPERATIVE SOCIETY LIMITED

REG: 10179/RCS

## LOAN APPLICATION FORM

Please complete all sections of the form in **BLOCK CAPITALS**.

### (A) MEMBER DETAILS:

Name ..... ID NO .....

**CONTACT** ..... / .....

### (B) EMPLOYMENT / BENEFIT DETAILS

Employment status: (Contract/Permanent) - .....

If contract State end date of Contract - .....

Position held - .....

### (C) COMMENT FROM THE DIRECTORATE OF ADMINISTRATION & HUMAN

**RESOURCE**.....  
.....  
.....

### (D) LOAN DETAILS

Type of Loan (Developmental/Emergency) - .....

Purpose of loan .....

Amount requested **UGX** ..... Repayment period ..... **(Months)**

### (E) INCOME & EXPENDITURE DETAILS (please include all household income and expenditure, plus balances of other borrowings should be in UGX per month)

Monthly Consolidated Pay **UGX**.....

Other income (aggregate and net) **UGX**.....

Monthly expenditure **UGX**.....

Proposed SACCO Savings **UGX**.....

Monthly loan repayments (from other Financial Institutions) **UGX**.....

**(F) For Payment into your bank account, please complete in full:**

A/c Name/Title:.....

A/c Number:.....

Bank Branch:.....

Bank Name:.....

**PLEASE COMPLETE THE BORROWER'S DETAIL ON THE LOAN AGREEMENT  
(COMPULSORY)**

**(G) FORMAL DECLARATION**

I declare that I am in good health and that I declare that the information I have given on this form is, to the best of my knowledge and belief, accurate and full information. I understand that the provision of false information is fraud and that the saving & credit scheme may take appropriate action if I am found to have deliberately provided false or misleading information.

Applicant's signature.....Date.....

**(Please note that this application form will not be processed without your signature)**

**(H) LENDER'S DETAILS**

**Name:** KCCA STAFF SAVINGS AND CREDIT COOPERATIVE SOCIETY LIMITED

**Registered address:** P. O. Box 7010 Kampala

The lender is a Savings and Credit Co-operative Society registered under the Co-operative Societies Act CAP. 112 which governs the operation of this agreement

**(I) LOAN DETAILS**

The amount borrowed under this loan agreement is UGX.....

The process charge is UGX: 20,000

Insurance charge 1% of the loan taken

Attachments required; Applicants Recent Pay slip, Photocopies of Identity card for both applicant and Recommenders who must be SACCO members, Appointment letter.

The monthly rate of interest is **1.17% (14% per annum)**

The loan will be repaid in ..... monthly instalments

The amount of each monthly repayment will be UGX .....

**(J) TERMS OF THE AGREEMENT: -**

*1. The Lender will lend and the Borrower acknowledges that they have received, the sum borrowed under this agreement. The Borrower will repay the Loan (i.e. the Total Amount Owing) by the repayments set out in the loan details above.*

*2. Interest will be charged monthly on the unpaid balance of the Loan and any unpaid interest at the rate set out in the Loan details above.*

*3. The Borrower has the right to settle the Agreement early at any time by paying in full the balance of the Loan and any unpaid interest outstanding. The Lender will, on request, provide the Borrower with a*

written statement of the sums which have been paid and which remain outstanding under the agreement.

4. The Borrower acknowledges that the details given on the Loan Application for this agreement are correct and will inform the Lender immediately of any change in financial circumstances which may reduce their ability to repay the Loan or of any change in their address

5. If the Borrower fails to pay any amount due to the Lender under this agreement, or breaches any of its terms, the Lender has the right to demand early repayment of all or part of the balance of the Loan outstanding, together with any unpaid interest. The Lender will give the Borrower written notice not less than seven days before taking any action to recover any such sum.

6. If amount applied for exceeds ten million shillings the borrower shall provide collateral security for the amount applied for and in case of a caveat the borrower shall be liable for any costs involved.

7. If the Borrower misses any payments into their saving accounts, their saving will be transferred to pay off the existing loan balance and if at this stage your savings are insufficient to clear the loan the debt will be offset from terminal benefit, transferred to a debt collector, or court action will be taken.

7. The Borrower will be liable for any costs the Lender incurs in recovering sums due under the Agreement.

8. Any recommenders under this agreement will be responsible to look for the borrower or be liable for sums due under it which the Borrower fails to pay.

9. In case of a top, the recommenders under this agreement will be responsible for the entire loan not only the topped-up amount. This implies that loan top up agreement supersedes any other agreement hence the recommenders under this agreement will be responsible to look for the borrower or be liable for all the sums in case the Borrower fails to pay .

10. The consequences of prematurely terminating a loan or early repayment: Should you repay the loan after the cooling off period from the date of disbursement, the interest will be computed up to the recovery month, and will be charged on member's account.

11. Cooling off provision:

12. Marking a lien on member's account

## **(K) Collateral Security**

- i) Name of collateral .....
- ii) Details of collateral.....
- iii) Estimated Value (UGX).....

## **(L) SIGNATURES OF BORROWER AND GUARANTORS**

*This is a legally binding Agreement: sign it only if you wish to be bound by its terms. If you do not understand any part of this Agreement you should take independent legal advice*

### **Borrower**

Full name.....

Signatures: ..... Date.....

**(Guarantors must be SACCO members)**

**Guarantor 1**

1) Name..... ID number .....

Address..... Tel. No.....

Signatures: ..... Date.....

**Guarantor 2**

2) Name..... ID number .....

Address..... Tel. No.....

Signatures: ..... Date.....

**(L)OFFICIAL USE ONLY:-**

Date of disbursement.....

Personal Savings Account Balance: UGX.....

Date of Last Loan: .....

Amount disbursed: UGX.....

Outstanding Loan Balance: UGX.....

Bank loan payment: UGX.....

Net payment: UGX.....

**REVIEWED BY:** .....**OFFICER CREDIT AND INVESTMENTS****Prepared by:** ..... **Certified by:** .....  
**SACCO PAYMENTS OFFICER** **SACCO Manager****CEO SIGNATURE** ..... **DATE**.....**APPROVED YES..... NOT APPROVED..... BY AUTHORISED SIGNATORIES:**

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

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