



# TELEPOST SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LTD

P.O. Box 49557-00100, GPO, Nairobi Tel. 0205029211/0205029212/020502904/0205029217/0794582588

[loans@telepostsacco.co.ke](mailto:loans@telepostsacco.co.ke), [www.telepostsacco.co.ke](http://www.telepostsacco.co.ke)

## LOAN APPLICATION & AGREEMENT FORM

<b>Compulsory Checklist</b>	Duly filled Loan Application form <input type="checkbox"/>	Collateral Checklist where applicable:
Certified recent Pay slip (1 month) <input type="checkbox"/>	Business Permit/Certificate of incorporation (Business members) <input type="checkbox"/>	Original Logbook/Title <input type="checkbox"/>
		2 Colored Passport photographs Car <input type="checkbox"/>
		insurance cover note:(Telepost Sacco interest) <input type="checkbox"/>
<b>FOR OFFICIAL USE:</b>		
Received & verified by (Name) ..... Signature ..... Date: .....		

### A. APPLICANT'S PERSONAL DETAILS

Surname:	Other Names:	
Date of Birth:	ID/No:	KRA PIN:
Current Postal Address:	Mobile No:	Email Address:

### B. EMPLOYMENT DETAILS (for employed members only)

Name of Employer:	Employer Tel.No:	
Terms of Service:	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>
If Contract/Temporary for what period:	<input type="text"/> Months	Work Station
Date of Employment:	Designation:	County:
Payroll/Employment No:	Department:	Sub-County:

### C. BUSINESS DETAILS (for business members only)

Business Name:	Type of Business:
Duration of Business:	Location of Business:
Business Premises (Rented/Owned):	Rent Payable:
Rented: Lease Period <input type="text"/>	Remaining Period <input type="text"/>
(N/B: Attach copy of lease/tenancy Agreement.)	

### D. FINANCIAL /INCOME DETAILS:

Gross Monthly Income (Ksh.)	Estimated Monthly Expenses (Ksh):	Estimated Net Monthly Income (Ksh):
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### E. LOAN PRODUCTS

Loan Type	Repayment Period	Tick one	Loan Type	Repayment Period	Tick one
1. Normal Loan	36 Months	<input type="checkbox"/>	14. Jubilee Loan	24 Months	<input type="checkbox"/>
2. Emergency Loan	12 Months	<input type="checkbox"/>	15. Restructuring loan	72 Months	<input type="checkbox"/>
3. School Fees Loan	24 Months	<input type="checkbox"/>	16. Fanikisha	60Months	<input type="checkbox"/>
4. Bidii Loan	24 Months	<input type="checkbox"/>	17. Inua (Tanks, phones)	12 Months	<input type="checkbox"/>
5. Super Loan	48 Months	<input type="checkbox"/>	18. Afya Bora Loan	12 Months	<input type="checkbox"/>
6. Jijenge Loan	60 Months	<input type="checkbox"/>	19. Bazu Loan	6 Months	<input type="checkbox"/>
7. Biashara Loan	24 Months	<input type="checkbox"/>	20. Okoa Loan	15 Months	<input type="checkbox"/>
8. Vuka Loan	6. Months	<input type="checkbox"/>	21. Digitika Loan	12 Months	<input type="checkbox"/>
9. Karibu Loan	6 Months	<input type="checkbox"/>	22. Chamaa Loan	36 Months	<input type="checkbox"/>
10. Instant Loan	15 Months	<input type="checkbox"/>	23. Asset Finance Loan	72 Months for Land & 48 Months for Vehicle	<input type="checkbox"/>
11. Reloaded Plus Loan	12 Months	<input type="checkbox"/>	24. Wezeshu Loan	9 Months	<input type="checkbox"/>
12. Golden Age Advance Loan	36 Months	<input type="checkbox"/>	25. Balozi Loan	60 Months	<input type="checkbox"/>
13. Jibambe	6 Months	<input type="checkbox"/>			

### F: TELEPOST SACCO LOANS TO BE CLEARED/CONSOLIDATED (List loans to be cleared by new Loan

1.	3.	5.
2.	4.	6.

**G: LOAN IN OTHER INSTITUTIONS**

Institution	Amount Granted	Outstanding Balance
1.		
2.		

**H. LOAN PARTICULARS:**

Loan Applied for Kshs:	Repayment Period:
Amount in words:	

**I. LOAN PURPOSE AND CATEGORY (Mandatory)** Kindly refer to the Appendix on Page 5 & 6 to complete the table below

Classification code:	Economic sector code:	Sub-sector code:
E.g. 1000(Agriculture)	E.g. 1200 (Animal Production)	E.g.1210 (Dairy Farming)
.....	.....	.....

**J. MODE OF DISBURSEMENT**

Disbursement of the approved loan amount will be to member's Fosa Savings Account.

**K. MODE OF REPAYMENT (Tick one)**

Checkoff  FOSA- Salary  Standing Order  Direct Debit  M-pesa Paybill

**L. LOAN SECURITY**

**(i) Guarantors:**

In consideration of guaranteeing the above loan or any amount that may be approved, we the undersigned here by acknowledge to have read and understood the terms and conditions of this application and accept jointly and severally the liability for repayment including interest and cost appertaining to the aforementioned loan in the event of the borrower's default. We understand that the amount in default may be recovered as an offset against our deposits or savings in the society or by attachment of property, terminal benefits or salary. And we shall not be eligible for loan unless amount in default is cleared in full. As members of Telepost Sacco, i/we are ready to assist the Society to ensure that borrower repays the money advanced to him/her with interest within specific period. I/we hereby confirm:

TO BE FILLED BY GUARANTORS							OFFICIAL USE
Member Name	I.D No.	Mobile No.	Payroll No	Amount Share Guaranteed	Signature	Date	Guarantor approved or Rejected

**(ii) Collateral (If not applicable ignore)**

COLLATERAL DETAILS						OFFICIAL USE
Asset Type	Land Registration No/ Chasis No.	Title (Lease)/ Car Registration No.	Valuation Amount (Forced Sale Value)	Insurer	Insurance Policy Number	Collateral approved or Rejected

**M. BORROWER'S DECLARATION**

I ..... (name) hereby declare that the foregoing particulars are true to the best of my knowledge and belief. I agree to abide by all the terms and conditions governing this loan and any other future amendments as may be reasonably made from time to time. I further declare that I have understood and accepted the terms of this loan product and I hereby authorize the Sacco to credit the proceeds of this loan to my TELEPOST SACCO Fosa account. I also authorize necessary deductions to be made from my salary as repayment for this loan.

Signature..... ID No: ..... Date: .....

**N. IRREVOCABLE AUTHORITY:**

Authority to the employer to recover loan through check off system/Fosa Salary Standing Order.

I... whose particulars are shown above, do hereby accept the loan on the terms and conditions contained herein and hereby give my employer ..... of P.O. Box ..... Irrevocable authority to deduct from my salary the principal and interest of the approved amount for the period of the loan and remit the same to the TELEPOST SACCO and in the event of exit from employment for whatever reason authorize my employer to deduct and pay any outstanding loan and interest from my final dues to TELEPOST SACCO.

Signature: ..... Date: .....

**O: NEXT OF KIN DETAILS**

Surname:	Other Names:	
Date of Birth:	ID/No:	RELATIONSHIP:
Current Postal Address:	Mobile No:	Email Address:

**P: Witnessed by Employer (Human Resource/Controlling Officer/Supervisor)**

Name:		Signature & Stamp:
Designation:		

**R. ELIGIBILITY APPRAISAL (for Official Use Only)**

**i) LOAN'S OFFICER**

I have analyzed and appraised this application and confirmed that;

Appraisal Item	REMARKS
Basic Salary	
Deductions before loan	
1/3 of Basic pay	
Available for principle & interest	
Member's entitlement	
Repayment period & Installment amount per month	

Any other Comments.....

**Appraising Officer:**

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

**ii) Credit Manager's Decision**

Members entitlement ..... comments.....

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

**iii) Chief Executive Officer's Decision**

Members entitlement..... comments.....

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

**iv) Fosa Manager/Accountant.**

I have confirmed that the above loan of Kshs..... has been approved and I have ensured that relevant recovery (s) have been effected as per Member's request, the appraisal and approval conditions on disbursement of the loan.

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

**v) CREDIT COMMITTEE**

Credit committee Decision

APPROVED	Amount approved Kshs.....	Repayment Period .....	Instalment Amount per Month Kshs .....
REJECTED	Reasons for rejection:		

We confirm that the applicant is a member of TELEPOST SACCO and we recommend/ not recommend him/her for the loan. (To be signed by authorized signatories)

Chairperson:	Signature:	Date:
Secretary:	Signature:	Date:
Member:	Signature:	Date:

# TELEPOST SACCO SOCIETY LIMITED

## TERMS AND CONDITIONS FOR LOAN APPLICATION

### All loans are granted in accordance with the loan policy basic requirements

1. A member must have completed at least 6 months membership and contributed not less than 10,000/- in deposits.
2. All loans must be fully secured.
3. Guarantor has to have been a member of Sacco for six months and his/her loan and deposits must be up-to-date to qualify for loan guarantee.
4. The total loan granted by the Sacco shall not exceed four times the member's deposits and the loan shall be based on the total number of deposits at the time of the loan application.
5. In case of any default in repayment, the entire balance of the loan will immediately become due and payable at the discretion of the Sacco Board of Directors and all deposits owned by the member and any interest due to the member will be offset against the balance owed. Any remaining balance will be deducted from the member's salary and/or terminal benefits and guarantors. The member will be liable for any costs incurred in collection of the loan balance and accumulated interests.
6. Upon default, the Sacco will dispose any collateral offered as security to recover the amount defaulted.
7. The member covenants with the Sacco to pay to Telepost Sacco the principal monies and interest borrowed.
8. All loans shall be subjected to: -
  - a. A processing fee of 0.75% of loan applied
  - b. The loan repayment frequency shall be at least once a month which is due and payable at the end of every month.
  - c. For self-employed members, all loan repayments shall be made not later than the 28<sup>th</sup> of each month the loan falls due.
  - d. Repayment shall be done through the employer (check off system/pay roll/ recoveries from the savings account)
  - e. For all non-check off members, they shall be required to furnish the Sacco with an acceptable repayment mode of the loan (inclusive of interest) to all parties.
  - f. No alteration, amendment, variation or addition to this Application Form shall be effective unless made in writing and executed by the Member and the Sacco.
  - g. Repayment of loans disbursed before 15<sup>th</sup> are due in the same month.
9. Fees and charges to cover administrative costs shall be paid by the member. Such fees and charges will be in accordance with the prevailing Sacco tariffs.
10. A non-refundable insurance fee will be charged on one off basis to cover death and permanent disability to the borrower. The amount payable under this cover will be solely for clearing the outstanding loan or part thereof as at the date of the accident, depending on the extent of disability caused. You will make necessary prior arrangements to ensure that in the event of death or incapacitation, the matter is reported to the Society without delay to facilitate lodging of a claim. Any claim made after 6 months from the date of the accident/death will be time-barred and will not be honored.
11. No member will be permitted to suffer total deductions including savings, loan repayment and interest in excess of two-thirds of his/her gross salary.
12. The funds of the loan approved will be issued net of the insurance premium, referencing costs, bank charges and loan balances being offset.
13. No member shall be allowed to withdraw his/her deposits unless all loans are repaid and all loans guaranteed by him/her are cleared. In the events that he/she wishes to withdraw, he/she must find other member (s) to take his/her place as a guarantor.
14. The Sacco is under no obligation to make any further advances of the same category unless it is cleared. In case of default in loan repayment for 3 months, the Sacco will call upon the guarantors to pay without any further reference to the member.
15. Subsequently, the Sacco has a right to Sue the member for any monies due and owing under this contract and may institute the legal proceedings against the defaulter any time after default.
16. The loan defaulter agrees to indemnify, on demand, the lender against all losses, actions, claims, expenses, demands and liabilities which are incurred by the lender for any default of payment of the money owed by the member. No member shall guarantee more than Five times his/her deposits at any one given time.
17. The loan amount applied, once appraised and approved shall be availed to the member on completion of all the requirements to the satisfaction of the Sacco.
18. The Sacco reserves the right to adjust the interest rate on at least 30 days' notice in writing or otherwise.
19. Any notice or demand for payment by the Sacco shall be deemed to have been properly served on the member if delivered by hand or sent by registered post to the Member at the registered office or at any of the principal places of business in Kenya or the last known place of abode of the Member.
20. The loan application form must be completed and supported with;
  - a. original copy of this loan form, a copy of identity card, KRA pin, at least two (2) latest original pay slips duly stamped.
  - b. a copy and original title /Logbook in case of collateral use.
  - c. Not be granted loans exceeding Three (4) times his/her deposits unless deposit is not part of the terms.
  - d. Not be allowed to suffer deductions including loan repayment in excess of 2/3 of his/her basic salary
  - e. Be required to attach not less than three (3) active members as guarantors whose sum of share savings is equivalent to the loan applied.
21. An application for a loan shall only be considered when the authorized loan application form has been duly filled.
22. Members who are not in formal employment should attach a letter stating income received and a certified copy of Six (6) months bank statement.
23. In the absence of employer's (Control/Supervisor) officer signature on the loan application form, the member should attach an introduction letter from the current employer as shall be required by the Sacco.
24. A member who has a non-performing loan with other institutions is not eligible for a loan until he/she provides CRB clearance certificate.
25. A member with default history MUST offset defaulted loan or repay it for three consecutive months before qualifying for another loan.
26. 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 provides a replacement to the defaulter.
27. Telepost Sacco Limited cannot be a second charge.
28. Where property offered is not sufficient the member may be requested to provide guarantors.
29. Agricultural and ancestral land shall not be used as collateral.
30. Confirmation as regards the validity of the articles so pledged must be obtained before such documents can be admitted as security for the loan. The valuation of the property, legal fees and all related costs of the charge shall be paid by the member.
31. The validity of such documents shall be verified by the Sacco lawyer before the loan is approved and granted.
32. The Sacco shall carry out credit checks and obtain positive or negative financial and other information pertaining the member from any Credit Reference Bureau (CRB) Or other scoring agencies and any other body for the purpose of evaluating the member. I acknowledge that in the event of the account going into default, my name and transaction details will be referred to a Credit Reference Bureau. The defaulter also gives consent to the Sacco to obtain information regarding his/her current employment, residence, current contacts and this can be shared with third parties such External debt collection companies which include law firms listed by Sacco to assist collection, Sasra and Court Tribunal.

I have read, understood and undertake to comply, observe and be bound by the terms and conditions and tariffs in force which may be amended from time to time

Applicant signature..... Date.....

**SECTORAL CLASSIFICATION OF CREDIT FINANCING BY DT-SACCOS**

CODE	ECONOMIC SECTORS
<b>1000</b>	<b>AGRICULTURE</b>
	1100 Crop Farming
	1110 Tea Farming
	1120 Coffee Farming
	1130 Sugarcane Farming
	1140 Other Cash Crops Farming e.g. cotton, sisal, etc.
	1150 Rice Farming
	1160 Other Cereals Farming such as maize, wheat, sorghum. Millet etc.
	1170 Legumes such as beans, peas, snow peas, cow peas, French beans etc.
	1180 Horticulture crops such as vegetables, fruits, flowers
	1190 Roots & tubers such as Irish potatoes, sweet potatoes and cassava
	1200 Animal Production
	1210 Dairy farming
	1220 Beef Production
	1230 Poultry Farming
	1240 Bee keeping
	1250 Rabbit Farming
	1260 Sheep and Goat Rearing
	1270 Pig Farming
	1280 Others
	1300 Agricultural supporting services
	1310 Agricultural machinery such as truck, tractors and other farm tools
	1320 Water, Irrigation and supporting services
	1330 Veterinary and related services
	1400 Agribusiness
	1410 Agricultural equipment and accessories
	1420 Dealers in agro-chemicals, seeds and other farm inputs
	1430 Distribution of farm produce
	1500 Forestry and Logging
	1510 Agro forestry
<b>2000</b>	<b>TRADE</b>
	2100 Wholesale and Retail
	2110 Wholesale
	2120 Retail
	2200 Transport
	2210 Public service transport
	2220 Purchase of motor vehicle accessories
	2230 Transportation of goods
	2300 Hospitality
	2310 Accommodation, restaurants, conference facilities, event planning & outside catering, theme parks (wedding and others)
	2320 Schools and kindergartens
	2330 Medical clinics and equipment
	2400 Foreign Trade
	2410 Import
	2420 Export
<b>3000</b>	<b>MANUFACTURING AND SERVICING INDUSTRIES</b>
	3100 Cottage Industry
	3110 Jua-kali Industry
	3120 Small scale Agricultural Produce processing
	3130 Dressmaking Industry

	3140	Leather tanning	
	3150	Carving and handcrafts	
	3200	Servicing Industry	
	3210	Motor vehicle repairs	
	3220	Professional services such as Barber shops	
	3230	Working capital for learning institutions, churches & business enterprises	
	3240	Promotion of local tourism	
	3300	Information, Communication and Technology	
	3310	Computer services and Internet	
	3320	Computer software and hardware	
	3330	Telecommunication Equipment	
<b>4000</b>		<b>EDUCATION</b>	
	4100	Education and related services	
	4110	School fees for primary and secondary schools including shopping and accommodation	
	4120	College fees, University fees, training fees, seminar fees	
	4130	Research and scientific activities, etc.	
<b>5000</b>		<b>HUMAN HEALTH</b>	
	5100	Human health and related services	
	5110	Medical Bills, purchase of medicine	
	5120	Maternity Bills and expenses	
<b>6000</b>		<b>LAND AND HOUSING</b>	
	6100	Land	
	6110	Purchase of plots	
	6120	Land purchase services such as surveying and valuation	
	6200	Housing	
	6210	Construction of multiple residential buildings	
	6220	Construction of commercial buildings	
	6230	Construction of single residential dwelling units	
	6240	Renovations of the buildings	
<b>7000</b>		<b>FINANCE, INVESTMENTS AND INSURANCE</b>	
	7100	Microfinance	
	7110	Payment to microfinance loans	
	7200	Commercial Banks	
	7210	Payment to Commercial bank loans	
	7300	Mortgage Finance	
	7310	Purchase of residential property/payments to mortgage loans in other financial Institutions	
	7400	Insurance	
	7410	Payment to insurance policies	
	7500	Investments	
	7510	Buying of Sacco shares	
	7520	Purchase of quote shares, unquoted shares, treasury bills & bonds, commercial and other quoted public funds	papers, unit trusts
	7530	Paying personal debts to non-registered institution	
<b>8000</b>		<b>CONSUMPTION AND SOCIAL SERVICES</b>	
	8100	Utilities	
	8110	Expenses incurred relating to car and electronic repairs, bills like electricity, sewer, personal debts to family members and friends etc.	water, decoder,
	8200	Utilities	
	8210	Household necessities like food, beverages and basic household products.	
	8300	Consumer Durables	
	8310	Goods that do not wear out quickly like automobiles (cars), books, household consumer electronics, furniture, tools, etc.)sports equipment, jewelry, toys, etc.	(home appliances,
	8400	Social and communal expenses	
	8410	Burial expenses, wedding expenses, rites of passage expense	