**KABUNZA INVESTMENTS COMPANY LTD**

***Bridging success***

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**COMPANY’S RULES, REGULATIONS AND POLICIES**

**CLIENTS PAPER**

**A) RULES**

1. The applicant MUST be an entrepreneur/ business personnel.
2. The applicant MUST have at least TWO guarantors.
3. The guarantors MUST be an entrepreneur / business personnel.
4. The applicant and the guarantors MUST be of 18 years and ABOVE.
5. The applicant and the guarantors MUST be located within the accessibility range of the company.
6. The applicant and the guarantors MUST be of sound mind.
7. The applicant’s and guarantors' business MUST have a business permit from an authorized government office.
8. The applicant and guarantors' business MUST add up or accrue to the value of the borrowed amount.
9. The applicant and the guarantors MUST possess a Kenyan national ID card.
10. The applicant and the guarantors MUST leave a copy of their national ID card with the company.
11. The applicant MUST clear the repayment within the stipulated time frame.
12. Any applicant appearing in the company CRB file CANNOT act as a guarantor whatsoever.
13. The applicant and the guarantors MUST have a sim-card that has been in operation for at least two months continuously and SHOULD be registered with their national ID cards.
14. The applicant and the guarantors MUST appear before the company’s committee whenever summoned within the working hours; 8AM to 5PM.
15. The applicant and or the company MUST update the guarantors about the applicants repayment status.
16. The guarantors MUST ensure that the applicant repays the debt and in time or else they'll be held accountable for his or her failure to do so.
17. Changing of the guarantors is NOT allowed unless when the guarantors are relocating to another region not accessible by the company or upon death.
18. The guarantors must repay back the debt upon abrupt disappearance of the applicant and upon death; the guarantor must repay part of the debt as agreed upon by the company.
19. The applicant MUST repay the debt consistently based on the repayment mode or schedule failure to which a penalty will be effected and the debt must be used for the intended purpose that is business purpose only.
20. Every default day by the applicant attracts a penalty of the set amount by the company at the moment its Ksh. 100 only. Any changes on this shall be communicated to the clients prior.
21. The applicant MUST state in writting at least TWO security items that substitutes the debt; They'll ONLY be taken by the company upon failure to repay the debt and the set penalty by the company continues to grow up to the time the debt shall be fully settled or the security items sold after the lapse of 14 days of confiscation or any other time period stated by the company.
22. The security items SHALL be taken after the expiry of the set time period for debt repayment if the applicant will NOT have cleared the debt and the set penalty by the company continues to grow up to the time the debt shall be fully settled or the security items sold after the lapse of 14 days of confiscation or any other time period stated by the company.
23. The taken security items will ONLY be sold after FOURTEEN (14) days upon failure by the applicant to repay the debt or any other time period stated by the company and they will be sold the EXACT amount the applicant owes the company in presence of either a government security officer,guarantors or an company witness.
24. The stated security items will ONLY be taken in the presence of either the applicant, guarantors, government security officer or company witness (es)
25. The security items MUST be HIGHER in value compared to the borrowed amount.
26. Changing of one form of repayment mode(daily,weekly,monthly) to another is charged the set fee at the moment is Ksh. 200 only. Any changes on this shall be communicated to the clients prior.
27. The applicant and the guarantors are NOT allowed to invest in the company untill they clear their debt first.
28. The applicant and the guarantor (s) MUST comply with the companys set rules, regulations and policies failure to which attracts the set penalty by the company.
29. The applicant and the guarantor should NOT be business PARTNERS and or should NOT be couples or be having an affair.
30. The guarantor must state in writing at least two security items that are worth the amount being borrowed by the applicant of which they shall be confiscated either two weeks or any agreed upon time before being sold out in case the applicant and the guarantor completely defaults to repay back the debt and in case the applicant goes missing, the applicant’s and the guarantor’s items are all taken and the set penalty by the company continues to grow up to the time the debt shall be fully settled or the security items sold after the lapse of 14 days of confiscation or any other time period stated by the company.
31. The company operates with high regard of time and the clients must also obey the time factor or else they’ll be forced to pay the set penalty by the company contrary to that.
32. The applicant must pay the set registration fee which is non-refundable and varies with the debt amount requested. At the moment it is Ksh. 100 and Ksh. 150 only. Any changes on this shall be communicated to the clients prior.
33. The applicant must state the next of kin for security purposes of the company

**B) REGULATIONS**

1. Collection of the daily and weekly debts will be done between 5:30pm and 6:30pm in the evening. Unless some changes are made.
2. The company DOESN'T debt CAPITAL but ONLY fuels or boosts an already existing business.
3. Qualification for future debts or higher debt limits will depend on the applicants’ debt repayment reputation.
4. Currently, the company only gives debts between five hundred (Ksh. 500) to thirteen thousand (Ksh. 13,000) only and the amount varies with the market situation. Any changes on this shall be communicated to the clients prior.
5. NO applicant will be granted another debt before the completion of any pending debt unless under special/ critical situation.
6. All the transactions shall be done via the company’s official mobile phone (Till number/Paybill) and the company shall not be liable to transaction via any other medium whatsoever.
7. Any person including an applicant can NOT be a guarantor to more than TWO applicants.
8. A guarantor can still apply for a debt only if his or her applicants are left with ONE day to the completion of their debts unless under special/ Critical situation.
9. Emergency debt is ONLY awarded to those applicants who have been our clients for LONG and have GOOD repayment record.It's repaid within a SHORTER duration compared to the normal debt.
10. The applicants MUST repay the debt with the set repayment amount at the moment is with 20% interest which shall be immediately deducted at the time of transaction. Any changes on this shall be communicated to the client prior.
11. The guarantor CANNOT apply for a debt if his or her applicant's repayment period has lapsed without him or her clearing the debt.
12. All the debt applicants and the guarantors MUST TOTALLY respect the company employees and in case of any misunderstanding or suchlike situation, it MUST be communicated to the company officials/management.
13. In case the applicant goes MISSING for more than three days without communicating with the company agent,his or her guarantor (s) are supposed to continue with the debt payment and or his or her business is to be closed down till him or her appears or pays the debt.
14. The company only lends out money from 8:00AM in the morning to 4:00PM in the afternoon and if the applicant insists on being given money past the set time then he or she MUST totally abide by the stated repayment mode.

**C) POLICIES**

1. There SHOULD be NO affair between the applicant and the company’s employee with the exemption of the married people. If found strict action will be taken against them.
2. The languages used SHALL be the official and the national language only; English and Swahili respectively.
3. The company offices are ONLY open from 8:00AM in the morning to 5:00PM in the evening.
4. In case of an extra repayment by the client, the extra amount shall be used as the first repayment when the client is next offered another debt. The client can only be refunded back the extra amount when he/she breaches the company’s debt terms and conditions or no longer needs our services

**Declaration by the applicant*.***

Having read the RULES, REGULATIONS and POLICIES of the company, I do hereby AGREE to abide by them.

Name:………………………………… ..……………………..…… …… ……………………………… ID No:………. ..………………….……

TEL:…………………………………………………………DATE:……………………………………SIGN………………………………………

**Declaration by the Guarantor*.***

Having read the RULES, REGULATIONS and POLICIES of the company, I do hereby AGREE to abide by them.

Name:………………………………… ..……………………..…… …… ……………………………… ID No:………. ..………………….……

TEL:…………………………………………………………DATE:……………………………………SIGN………………………………………

Name:………………………………… ..……………………..…… …… ……………………………… ID No:………. ..………………….……

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