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Helb No. (Do not write in this box)

**Serial No. 2210251390**

## HIGHER EDUCATION LOANS BOARD

### TVET-LOAN/BURSARY APPLICATION FORM - FIRST TIME APPLICANT 2022/2023

Applicant Name:	<b>JOHN MUMO MUNYOKI</b>				
Institution:	<b>KIAMBU INSTITUTE OF SCIENCE AND TECHNOLOGY</b>				
Course:	<b>Diploma In Automotive Engineering (modular)</b>	Admission Category:	<b>Public Self Sponsored</b>	Admission/Registration No:	<b>F006A</b>
National ID number:	<b>39438645</b>	Telephone Number:	<b>254114270521</b>	Email Address:	<b>johntekay1717@gmail.com</b>
Parents:	<b>Both Parents</b>		PWD: <input type="text"/> Family has PWD: <input type="text"/>	<b>NO</b> <b>NO</b>	
Sponsored in secondary school:	<b>No</b>	Sponsor's name: <b>N/A</b>			

#### CONSENT FOR THE COLLECTION AND PROCESSING OF PERSONAL DATA

- Pursuant to the Data Protection Act, The Higher Education Loans Board (HELB) in its capacity as a data controller and/or processor under the Act, requests your explicit, affirmative, and informed consent before it can collect or process your personal data.
  - "**Personal data**" means any information relating to an identified or identifiable natural person (a "data subject"). An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person.
  - The categories of personal data you are being asked to consent to the HELB's collection and use are your name, Identity Card Number, KRA Pin number, Postal Address, Email Address, Telephone Number, Date of Birth, Gender, Whether physical or mentally challenged, Bank Details (Bank name, Branch name and Account number), Current place residence, Institutional Details, Education Background (Post primary schooling), Parents / Guardian / Sponsor / Public trustee details, Guarantors details. More details are described in the Privacy Notice.
  - Any personal data that is collected from you will be for the sole purpose of:
    - Application for loan, bursary and scholarship;
    - Appraisal for loan, bursary and scholarship;
    - Loan repayment and recovery;
    - Communication to the institutions of higher learning;
    - Communicating HELB's activities and accomplishments;
    - Awareness of HELB loan products;
    - Loan Insurance and
    - External Resource Mobilization.
    - To send you SMS's through USSD (Unstructured Supplementary Service Data)
- This also includes processing the personal data as required to execute contractual obligations in connection the purposes described in clause 4 above and in compliance with applicable laws, to execute the obligations to you concerning your loan application.
- HELB may process personal data without the data subject's consent under the exceptions on lawful basis.
  - HELB in exercising its mandate shall share your personal data with (public and private) third party entities for the purposes mentioned above. These third parties are contractually obligated to keep your personal data confidential subject to appropriate safeguards to prevent it from unauthorized disclosure. These third parties include and are not limited to:
    - Debt collection Agencies/Entities
    - Credit Reference Bureaus
    - Law enforcement agencies and regulatory authorities
    - Publicly available and/or restricted government databases such as Kenya Revenue Authority (KRA), Office of the Auditor General (OAG), National Social Security Fund (NSSF), National Health Insurance Fund (NHIF) and Integrated Population Registration System (IPRS), National Transport and Safety Authority (NTSA)
    - Resource mobilization partners such as government bodies and private funders.
    - Public utility Companies such Kenya Power Lighting Company, Water services companies
    - Public Placement and Examination bodies such as Kenya University and Colleges Placement Service (KUCPPS) and Kenya National Examinations Board
    - Higher Learning Institutions such as Universities and Colleges
    - Telecommunication Companies
    - Financial Institutions
  - HELB shall also share/disclose personal data to third parties for loan recovery under the following conditions.
    - Upon loan default for a period exceeding one year after the grace period.
    - Upon issuance of Three (3) Demand Notices on the last known address and no response on repayment plan is received.
    - For purpose of listing the loanees who are in default in accordance with the prevailing Banking Act (Credit Reference Bureau) Regulations.
  - HELB may transfer your personal data outside the boundaries of Kenya, for the purpose of loan recovery as outlined in this notice. Such transfer shall be done in accordance with requirements of the Data Protection Act.

9. Parental Data collected from you will be for sole purpose of:

- Supporting application for loan, bursary and scholarship.
- Appraisal for loan, bursary, and scholarship.
- Disbursement/loan payment

d) and Loan repayment and recoveries. 10. HELB shall share/disclose your guarantors' data to third parties for purposes of verification of data and Loan repayment. Any data shared in this regard will be done in accordance with the provisions of the Data Protection Act.

11. Your personal data is a key enabler, without the data, HELB cannot discharge its legal mandate of financing higher education

12. Your personal data will be stored in accordance with the record retention requirements applicable to HELB as a public entity, and any other applicable Kenyan laws.

13. Subject to the exemptions specified in the Privacy Statement, under the Data Protection Act and your contractual obligations, you have the right to request access to, rectify, erase, and restrict the processing of your personal data. You also have the right to revoke this consent to use your personal data. Without affecting the legal obligations of HELB.

14. If you feel HELB has violated the Data Protection Act you have the right to file a complaint with HELB's Data Protection Officer. These rights are more specifically described in the Privacy Notice.

15. HELB reserves the right to amend or modify this consent form at any time without jeopardizing your rights. Any amendment or modification to the form shall remain effective from the date of notification.

For more information kindly refer to the privacy notice on [www.helb.co.ke/privacystatement](http://www.helb.co.ke/privacystatement)

I.....Confirm that:

(Write your name in full in BLOCK letters)

- I give consent to collection and processing of my personal data
- I declare that the information given herein is true to the best of my knowledge.
- I understand that this is a loan that MUST be repaid
- I have read, understood and agreed to the Loan terms and conditions, and that they are contractually binding.

Kindly note that all the information provided in the application form is binding. However, you shall only print part of it.

Loan Applicant Signature:..... National ID Number ..... date:.....

Bank Name:	<b>KCB</b>	Branch:	<b>Mwingi</b>	Account Number:	<b>1301722669</b>
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Bank Official Confirmation:.....

Name

Signature

Date

HELB will not be liable for wrong confirmation of Bank accounts. Applicants MUST verify correctness of bank account number.

Guarantor 1 Name:	<b>MORRIS MUNYWOKI KASALU</b>				
Employer Name:	<b>N/A</b>			Employment Number:	<b>N/A</b>
National ID number:	<b>10678793</b>	Telephone Number:	<b>254716707728</b>	Email Address:	<b>N/A</b>

I.....Confirm that:

(Write your name in full in BLOCK letters)

- I give consent to collection and processing of my personal data
- I declare that the information given herein is true to the best of my knowledge.
- I understand that this is a loan that MUST be repaid
- I have read, understood and agreed to the Loan terms and condition

Signature:..... National ID Number:..... Date:.....

Guarantor 2 Name:	<b>DINAH MBULI MUNYWOKI</b>				
Employer Name:	<b>N/A</b>			Employment Number:	<b>N/A</b>
National ID number:	<b>37664094</b>	Telephone Number:	<b>254794092514</b>	Email Address:	<b>N/A</b>

I.....Confirm that:

(Write your name in full in BLOCK letters)

- I give consent to collection and processing of my personal data
- I declare that the information given herein is true to the best of my knowledge.
- I understand that this is a loan that MUST be repaid
- I have read, understood and agreed to the Loan terms and condition

Signature:..... National ID Number:..... Date:.....

**For Official Use only**

Authorized Signature (HELB)..... Date: 25/09/2022

**Check list--(mark with x)**

**Applicant must attach a copy of**

- |                                                                                                                                                                         |                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> National Identity Card                                                                                                                         | <input type="checkbox"/> One colored Passport Size Photo                                                      |
| <input type="checkbox"/> University/Institution Admission Letter                                                                                                        |                                                                                                               |
| <input type="checkbox"/> If <b>orphaned</b> , copy/copies of parent/s death certificate                                                                                 | <input type="checkbox"/> If <b>sponsored</b> in High school, a confirmation letter from the school or sponsor |
| <input type="checkbox"/> Please use a letter from your chief or Highschool principal If you do not have access to your late parent's death certificate or burial permit |                                                                                                               |
| <input type="checkbox"/> If <b>Abandoned</b> , a confirmation letter from either your area chief or former high school principal's office                               |                                                                                                               |
| <input type="checkbox"/> If <b>Person With Disability(PWD)</b> , attach PWD certificate/chief's letter/ Letter from high school principal.                              |                                                                                                               |

**From the parent(s), attach a copy of**

- ☐ National Identity Card If Alive

**From both guarantors, attach copies of**

- ☐ National Identity Card

**Attachments confirmation**

I confirm that the above attachments have been attached on the loan application form.

Signature:.....date:.....

**Submission of the application form**

**PRINT TWO FORMS. Submit one. Retain one copy(mandatory) either in soft and/or Hard copy.**

Kindly drop the loan application form at any of the following:

1. HELB Desk at select HUDUMA Kenya Center near you
2. HELB Office at Mezzanine 1, Anniversary Towers, University Way, Nairobi

You may also send the loan application form using secure mail/courier service

