

Our Ref: CMD/PL/custnumber/arocode/2017

BY REGISTERED POST  
Copy by ordinary Mail

Date: 07-Jan-2017

xxxx  
xxxx  
postalcode

Dear Sir/Madam,

**DEMAND FOR OUTSTANDING BALANCES AND NOTICE OF LISTING AT THE CREDIT REFERENCE BUREAU  
ISSUED PURSUANT TO REGULATION 50 (1)(b) OF THE CREDIT REFERENCE BUREAU REGULATIONS, 2013.**

We note with regret that you have failed to act on our various requests to you to either repay or regularise your account number: Acc00009000 that is in arrears. You can make payments through account number Acc00009000 at any branch of Co-operative Bank.

The outstanding liabilities stand at Kshs. 8,900,000.00 Dr as at 07-02-2017 broken down as follows:-

Principle Loan	Kshs:
Loan Arrears	Kshs.

Please note that interest continues to accrue at various Bank rates until the outstanding balance is paid in full.

Kindly make the necessary arrangements to repay the outstanding balance within the next Fourteen (14) days from the date of this letter, i.e. on or before (Date), failure to which we shall have no option but to exercise any of the remedies below against you, to recover the said outstanding amount at your risk as to costs and expenses arising without further reference to you;

- 1.Appoint an External Debt Collector.
- 2.File suit against you.

After revisions in 2012/2013 to the Banking Act (Cap 488), Central Bank Act, Microfinance Act, 2006 and the CRB Regulations, Banks and Microfinance Banks have been mandated to share information on all their borrowers, and their loan information with registered Credit Reference Bureaus (CRBs). This means that the CRBs will now hold information on both good and bad borrowers. A good loan repayment pattern will reflect in a borrower's credit report resulting in an attractive credit profile, which can allow a borrower to negotiate preferential loan agreements with lenders.

Thus, in compliance to the law, and having borrowed with Co-operative Bank of Kenya Limited, we have forwarded your information to the Credit Reference Bureaus below:

TransUnion CRB 2nd Floor, Prosperity House, Westlands Road, Off Museum Hill, Westlands, Nairobi. P.O. Box 46406, 00100 NAIROBI, KENYA Telephone: +254 (0) 20 51799/3751360/2/4/5 Fax: +254 (0) 20 3751344 Email: info@crbafrica.com	Metropol CRB 1st Floor, Shelter Afrique Centre, Upper Hill, Nairobi. P. O Box 35331 00200 NAIROBI, KENYA. Telephone: +254 (0) 20 2689881/27113575 Fax: +254 (0) 20 273572 Email: creditbureau@metropol.co.ke Website:
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Website: [www.crbafrica.com](http://www.crbafrica.com)

[www.metropolcorporation.com](http://www.metropolcorporation.com)