



**KEYSTONE DT SACCO**  
**The Sacco of Choice**

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**SCHOOL FEE LOAN FORM**

**A. PERSONAL INFORMATION**

1. Member's Name:.....2 ID No.....3. Payroll No.....  
4. Member's Address.....5.Mno.....6. Member Age.....  
7. Division.....8. Zone.....9. School.....  
10. M.Bank Account No.....11.Branch.....12. Telephone.....

**B. LOAN APPLICATION AND PAYMENT**

1.....hereby apply for a loan of Kshs.....  
Amount in words..... for a period of .....Months to be paid in  
installment of Kshs..... each month commencing on.....

**C. REPAYMENT GUARANTEE:**

We, the undersigned, hereby accept jointly and severally liability for the repayment of the loan in the event of the borrower's default. We understand that the amount in default may be recovered by an offset against our shares in the society or attachment of salary and that shall not be eligible for loans unless the amount in default has been cleared in full.

<u>Membership No.</u>	<u>TSC Number</u>	<u>Name</u>	<u>Amount</u>	<u>Signature</u>
1.				
2.				
3.				
4.				

**D. TERMS AND CONDITIONS OF LOAN ACCEPTANCE/AGREEMENT:**

With respect to this application and / or maintaining a credit facility with me, I have authorized KITE SACCO LTD to carry out credit checks and / or access my credit profile and share my credit information with licensed Credit References Bureaus. I further release the Credit Reference Bureau and KITE SACCO LTD and its officers, employees and agents from all claims, actions and proceedings of whatsoever nature and howsoever arising, suffered or incurred in connection with this sharing and access for the purpose afore stated. I acknowledge that this information may be used by other credit providers in assessing application for credit by me and / or my associates and for occasional debt tracing and fraud prevention purpose

Name of Applicant..... ID No. ....  
Signature..... Date.....  
Witness signature..... Date.....  
Name.....Mno.....

**E. DECLARATION:**

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief and agree to abide by the By-law of the society, the loan policy and any variations by the Credit Committee in respect of section B above

Signature of applicant..... Date.....

## **F. OFFICIAL USE ONLY**

### **Appraisal Summary**

Qualifying shares..... Maximum Credit .....  
Total Income ..... Total Loan Balance.....  
Net Total After Deductions..... Maximum Eligibility.....  
Amount requested.....

### **G: MANAGER'S COMMENT**

This loan application may be granted/rejected for the amount of Kshs.....  
Repayable in ..... months. This loan application may be rejected or amount reduced for the following reasons:

.....  
.....  
.....

### **H. CREDIT COMMITTEE**

Loan approved Kshs.....recovered in .....Installments, at an interest rate..... per month. C/Number.....

### **I. REASONS FOR DEFERRED LOANS**

- 0.1 Incomplete information or lack of support documents
- 0.2 Timelines
- 0.3 Renegotiate loan terms or purpose
- 0.4 Inadequate funds to meet loan demands

### **J. REASONS FOR REJECTED LOANS**

- A. Inability to pay or bad repayment history
- B. Loan not in proportion to shares
- C. Clear outstanding loans
- D. Excessive loan frequency
- E. Lack of proper guarantors or security
- F. Membership Period
- G. Ineligible Purpose

### **K. CREDIT COMMITTEE APPROVAL**

Management Committee Minute No..... Date.....

Credit Chairman..... Secretary..... Member.....

Signature..... Signature..... Signature.....

Date..... Date..... Date.....