



**KEYSTONE DT SACCO**  
The Sacco of Choice

**P.O BOX 2073, TEL (057) 2024767, MOBILE: 0799946225, KISUMU – KENYA**  
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**UFANISI LOAN APPRAISAL FORM**

MR./MRS./MISS.....TSC/PF. NO.....MNO.....  
DEPARTMENT.....TERMS OF SERVICE.....AGE.....  
WARD.....BASE.....SCHOOL.....  
TELEPHONE NO.....

**PART I**

PRESENT GROSS SALARY KSHS.....  
NET SALARY KSHS.....  
MONTHLY SHARE CONTRIBUTION.....

**PART II**

LOAN AMOUNT REQUESTED.....REASONS.....  
PROPOSED RECOVERIES KSHS.....P.M. INTEREST (2%) KSHS.....  
SIGNATURE.....DATE.....

**FOR OFFICE USE**

**PART III**

A.SHARE CAPITAL .....SHARE/CONTRIBUTION  
LOAN OUTSTANDING KSHS.....  
PREVIOUS LOAN TAKEN IN THE MONTH OF.....  
LAST DATE OF DEDUCTION... (Applies to Normal Loan Only)  
**SHARES 0.4% OF THE LOAN REQUESTED: YES.....NO.....**

**II LOANS DEPARTMENT**

1. AMOUNT RECOMMENDED... 2/3 OF GROSS SALARY
2. TOTAL MONTHLY PAYMENTS
3. THE APPLICANT IS/NOT A GUARANTOR OF LOAN BEING DEFAULTED OF  
KSHS.....TAKEN IN.....20.....  
PREMIUM AMOUNTS KSHS.....

**B: REMARKS BY LOANS OFFICER**

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

ACCOUNTANT.....

MANAGER'S REMARKS.....

SIGNATURE.....



KEYSTONE DT SAVINGS AND CREDIT  
CO-OPERATIVE SOCIETY LTD.  
P.O BOX 2073 - KISUMU  
TEL:(057) 202 4767  
KISUMU



S/NO

UFANISI LOAN

LOAN APPLICATION & AGREEMENT FORM

**A. PERSONAL INFORMATION**

- |                                 |   |
|---------------------------------|---|
| 1. Member's Name.....           | 7. c) Account No. ....                    |
| .....                           | 8..Basic Salary Per month.....            |
| 2. Member's Address.....        | 9. Two (2) Current pay slip.....          |
| .....                           | 10. Position in Employment.....           |
| 3. T.S.C No.....                | 11. Terms of service Permeant / Temporary |
| 4. Membership No. ....          | Contract / Pension .....                  |
| 5. School.                      |   |
| 6. Employer and Mailing Address | 12. Ward .....                            |
| .....                           | 13. Share Capital .....                   |
| 7.a)ID No. ....                 | 14. Loan Outstanding.....                 |
| 7.b) Mobile No.....             | .....                                     |

**B. LOAN APPLICATION AND REPAYMENT**

I..... 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 immediately.

**C. PURPOSE OF WHICH LOAN IS APPLIED** (incase of several uses of the loan state in exact amount for each use)

- |         |            |
|---------|------------|
| 1. .... | Kshs. .... |
| 2. .... | Kshs. .... |
| 3. .... | Kshs. .... |

**TICK APPROPRIATELY**

1. ☐ Salary  
2. ☐ Pension



**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 laws of society, the loan policy and any variations by the Credit Committee in respect of Sections B above. I hereby authorize the necessary deductions, including ..... Percent interest monthly, to be made from my salary, as repayment of this loan. I declare that I am not indebted to any other Credit society, Bank or loan agency (except as listed herein) either as a borrower or endorser.

**F. TERMS AND CONDITIONS OF LOAN ACCEPTANCE / AGREEMENT**

With respect of this application and / or maintaining credit facility with me, I have authorized KEYSTONE DT SACCO LTD to carry out credit checks and / or access my credit profile and share my credit information with licensed Credit Reference Bureaus. I further release the Credit Reference Bureau and KEYSTONE DT SACCO LTD and its officers, Employees and agents from all claims, actions and proceedings of whatsoever nature and howsoever arising, suffered to incurred in connections 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 purposes

I also undertake not to change my pay point from KEYSTONE DT SACCO LTD until his loan is full cleared

SIGNATURE ..... DATE .....

NAME .....

ADDRESS.....

TSC NO..... M/NO. ....

**G. 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 by attachment of our property of our salary, and that we shall not be eligible for loans unless the mount in default has been cleared in full

**GUARANTORS:**

M/NO T.S.C NO.	NAME	SHARES KSHS	AMOUNT	MOBILE NUMBER	SIGNATURE
TOTALS					



**FOR OFFICIAL USE ONLY**

**H. ELIGIBILITY (CALCULATIONS)**

- Advance A     - Interest 10% p.m paid back for a period of 1 month  
                  - Maximum eligibility is  $\frac{1}{4}$  Net salary X 1 month
- Advance B     - Interest 7% p.m paid back in 3 months equal installment on reducing balance  
                  - Maximum eligibility  $\frac{1}{4}$  Next salary times 3
- Advance C     - Interest 8% p.m on reducing balance paid back in 6 equal monthly installment  
                  - Maximum eligibility  $\frac{1}{4}$  Net salary times 6
- Rescue Loan   - Interest 4% p.m on reducing balance paid back in 10 equal monthly installment  
                  - Maximum eligibility  $\frac{1}{4}$  Net Salary times 10
- Jiinue Loan   - Interest 5% p.m on reducing balance paid back in 18 equal monthly installment  
                  - Maximum eligibility  $\frac{1}{4}$  Net Salary times 18
- Normal Biashara   Interest 2% p.m on reducing balance paid back in 24 equal monthly installment
- Ufanisi Loan     Interest 2% on diminishing rate, maximum 60 months with at least 4 guarantors

**I. FOSA SUPERVISOR'S COMMENT**

This application is rejected or amount requested is reduced for reason:

.....

**J. CEO / ACCOUNTS COMMENT**

.....

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

- K.   Total Shares .....   Total loan outstanding Kshs .....
- Frequency loans during the year ..... Amount currently requested.....
- Net Total Loans will be Kshs ..... Amount approved.....

**Reasons for deferred loans**

- ☐ 1. Income information or Lack of supporting documents
- ☐ 2. Timelines
- ☐ 3. Renegotiable loan terms or purpose
- ☐ 4. Inadequate funds to meet loan demands

**Reasons for rejected loans**

- ☐ A. Inability to repay or bad payment history
- ☐ B. Loan no proportion to shares
- ☐ C. Clear outstanding loan
- ☐ D. Excessive loan frequency
- ☐ E. Lack of proper guarantors or security
- ☐ F. Membership period
- ☐ G. Ineligible propose