

**STRICTLY PRIVATE AND CONFIDENTIAL**  
**LONTELS SACCO SOCIETY LIMITED**  
**PO BOX 58581-00200, NAIROBI**  
**TEL: 0796338375 / 0737071924**

**EMERGENCY LOAN APPLICATION**

Date			
Loan Number:			
Chq No.			
Amount			
Received Sign:			

**TO BE COMPLETED BY THE APPLICANT**

I, Mr./Mrs./Miss/Ms ..... Member No..... hereby apply for a loan of Kshs.....(Amount in words) ..... to be repaid in .....monthly instalments of Kshs..... per month. The purpose of this loan is .....  
 (Attach documentary evidence where applicable).

**Personal Information**

Age	Employer	Present Designation	Payroll No.	ID No.

Original payslip for the preceding month **MUST** be attached - without exception.

Position in the Society	Member/Committee Member/ Employee Other (specify):
Home address	
Total shares	
Security Offered	My shares & deposits..... My guarantors shares..... My salary & terminal benefits..... Tangible Security - Specify

***I AUTHORIZE LONTELS SACCO TO SHARE MY CREDIT INFORMATION AND TO ACCESS MY CREDIT PROFILE FROM CREDIT REFERENCE BUREAU***

Signature .....Date.....  
 =====

**TO BE COMPLETED BY GUARANTORS - Sections A, B, G & H only**

**Repayment Guarantee**

In consideration of granting the above loan or any lesser amount that may be approved, we the undersigned HEREBY accept jointly and severally liability for its repayment in the event of the borrower's default. We understand that the amount in default may be recovered by an off-set against our shares in the Society or by attachment of our salary and benefits and that we shall not be eligible for loans unless that amount in default is fully recovered.

NB: No member shall guarantee more than THREE (3) running loans.

A	B	C	D	E	F	G	H
Member No.	Name	Total Shares	Current Guarantees	Loans (if any)	Net	Signature	Witness (signature & name)
TOTAL							

*Save regularly, borrow wisely and repay promptly!*

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**TO BE COMPLETED BY THE ACCOUNTS DEPARTMENT**

Gross salary \_\_\_\_\_ Net Salary \_\_\_\_\_

If there is any objection please specify \_\_\_\_\_  
\_\_\_\_\_

I certify the information provided is correct and recommend the applicant to get the loan.

NAME	DESIGNATION	SIGNATURE
1 _____	_____	_____
2 _____	_____	_____

**FOR OFFICIAL USE ONLY -  
ELIGIBILITY CALCULATIONS**

Shares KShs. \_\_\_\_\_ X 3 = KShs. \_\_\_\_\_

Members present basic salary KShs. \_\_\_\_\_ X 0.66 = KShs. \_\_\_\_\_.

Total monthly payment to Society including payment on loan requested KShs. \_\_\_\_\_  
(must not exceed two-thirds of basic salary).

I HEREBY certify that the guarantors cover sufficiently the loan applied for.

TREASURER \_\_\_\_\_ DATE \_\_\_\_\_

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**TO BE COMPLETED BY THE CREDIT/MANAGEMENT COMMITTEE**

\_\_\_\_\_ Shares x 4 = \_\_\_\_\_ Minus loans \_\_\_\_\_ ,  
Minus Guarantees \_\_\_\_\_ Minus Loan applied \_\_\_\_\_ = Kshs.  
\_\_\_\_\_. The result MUST be more than zero. Frequency of loans during the year  
\_\_\_\_\_. New total of loans = Current loan + outstanding loans.

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We have today examined this application in conjunction with the above remarks and decided as follows:-

A loan of Kshs. \_\_\_\_\_ has been approved, recoverable in \_\_\_\_\_ monthly instalments.

The loan application has been deferred/rejected for the following reasons:-

\_\_\_\_\_  
\_\_\_\_\_

Credit/Management Committee Minute No. \_\_\_\_\_ Date \_\_\_\_\_

CHAIRMAN

SECRETARY

MEMBER

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_