



JAMBO SAVINGS AND CREDIT CO-OPERATIVE SOCIETY LIMITED



Plessey House, Uhuru Highway, Tel: +254 114 743 143, +254 739 227 127.
P.O BOX 62743-00200 Nairobi, Kenya.

LOAN APPLICATION & AGREEMENT FORM

(Revised 2025)

LOAN REGISTRATION NO.....

DATE.....

A. REQUIREMENTS AND INSTRUCTIONS *(Applicants must read the following before completing this form)*

1. Applicants are required to be familiar with the Society’s current Credit Policy.
2. The applicant **must ensure parts B - H** are filled in full. Incomplete forms will be returned unconsidered.
3. The applicant is required to attach 2 months **original current pay-slip** (not more than two months old to the date of application) and **a copy of National ID card** for every loan application. Original **Log book, Title Deed & Fixed Deposit/Share deposit statement, KRA PIN, 6 months bank statement where applicable.**
4. All loans are processed as they are received.
5. All loans shall be **disbursed through FOSA Accounts**. To enable the Society, transfer your funds to your Bank account, indicate your Bank Account Number, Name of Bank and Branch under **section F**.
6. **In case your Loan is not recovered through the payroll, please ensure that it’s paid by CASH, PAYBILL (850436) promptly to avoid Interest in arrears, penalty and DEFAULT.**
7. For **Non-check-off members, initiate standing order instructions ahead of disbursement.**
8. For Private members and members who are on contract/temporary employment terms, **attach guarantor consent form** to the loan application form.

B. PERSONAL INFORMATION

1. Member’s Full Name
2. Member’s Current Address.....
3. Member’s Home Details: Address.....County
- Sub-county..... Location..... Village.....
- Physical location (town/estate/street)
4. Personal/Employment No.....Membership/No.
5. Mobile No.....Office Tel. No.....Email.....
6. Employer/Ministry..... Work Station.....
7. Employer’s mailing address.....
8. Terms of Employment - Permanent & Pensionable Contract Temporary Other
- (If Contract or Temporary attach copy of appointment letter)
9. Age ID No..... KRA PIN.....
10. **For Private Members/Self Employed:** Business Name/Nature of business (where applicable)
- Location.....

G. APPLICANT’S 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-laws of the Society, the Credit Policy and variations by the Credit Committee, I also consent to the Society checking, engaging and filing all the information with the Credit Reference Bureau (CRB) and Debt Collection in respect of section D above. The security that I offer for the loan is my salary, shares/deposits, guarantor’s shares/ deposits, acceptable collateral and any other benefits due to me from my employer, from the Society (e.g. Dividends, Bonuses etc.). I authorize the necessary deductions, including interest at the current rate be made from my salary as repayment for this loan.

SIGNATURE (1) **DATE**.....

SIGNATURE (2) **DATE**.....

SIGNATURE (3) **DATE**.....

WITNESSED BY (NAME) **MEMBER No.**

MOBILE **ADDRESS**..... **PERSONAL No.**.....

SIGNATURE..... **ID/No.**..... **Date**

H. REPAYMENT GUARANTEE *(To be completed by the guarantors who must be members of the Society)*

We, the undersigned, hereby accept jointly and severally for the repayment of the loan balance, loan interest and any other cost pertaining to the aforementioned loan of Kshs..... (Amount in words:) in the event of the borrower’s default. We understand that the amount in default may be recovered by an offset against our savings/deposits in the Society and/or by attachment of our property, salary and any other benefits due to us from the Society (e.g., Dividends, Bonuses etc.) and that we shall not be eligible for loan(s) unless the amount in default has been cleared in full.

(i) GUARANTORS

Personal/ Employment No.	Full Name	ID No.	Employer/ Ministry	Amount Guaranteed (Kshs)	Deposits (Kshs)	Signature	Witness Sign & Personal No/ Member No
TOTAL							

(ii) COLLATERAL

Title Deed

Title Name:		Certified Value
Title No:		
LR. No:		
Confirmation of documents attached(sign): office		

Log Book

Log book Name:		Certified Value
Log book No:		
Chassis No:		
Engine No:		
Confirmation of documents attached (sign): office		

Shares/ Fixed deposits

CDS / FD Account No:		Certified Value
Account Name:		
No. of Shares		
Value of shares		
Fixed deposit amount		
Confirmation of documents attached(sign): office		

Note: Attach copy of collateral document, ID, KRA PIN & consent letter for jointly owned property.

I. EMPLOYER'S UNDERTAKING (To be completed by Management/HR)

On behalf of the employer / management, we undertake to effect deductions for the loan applied and hereby confirm that the application qualifies for the loan in line with the ruling payroll policy of one third deductions and further undertake to recover loan defaulted from the employee's benefits.

Name: Designation:

Signature: Date:

FOR OFFICIAL USE ONLY

J. LOANS OFFICE

I certify that this loan application is within the Society's current Loan Policy and I recommend it be approved for the amount of Kshs..... repayable in..... installments at the rate of Kshsper month.

Loan balance(s) Kshs..... Charges Kshs..... Net Amount Kshs.....

Comment(s).....

Appraised by:

Loans Officer: NameSignature.....Date.....

Verified by:

Credit Manager: Name.....Signature.....Date.....