



**MUST CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O Box 972-60200**

**Meru.**

**Cell Phone: 0717-739 612**

**Website: [www.mustsacco.co.ke](http://www.mustsacco.co.ke)**

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**PRODUCT LOAN APPLICATION & AGREEMENT FORM**

*(This form must be fully completed)*

**PART I**

I .....P.F. No.....Phone.....

ID NO.....Date of Birth.....

Home address.....Permanent address.....

Hereby request a loan of Ksh.....(in words).....

.....to be reduced from my salary in ..... (12 to 24) Monthly instalments of Ksh..... plus interest of 1% per month.

Terms of service (underline) permanent/contract (if contract indicate the remaining period in months).....

Employer .....Address.....

Department .....Section.....

I hereby understand the basic rules, the credit policy and commitments applicable to this application as listed below and that the loan will be granted only according to these rules

1. Member's total loan will be limited to a maximum of three times a member's share depending upon the adequacy of funds.
2. Members must have been a contributor for a minimum period of six months and have minimum monthly contribution of Ksh. 1,500.
3. Processing fee charged at 1%
4. In case of any default in payment the entire balance of this will be immediately become due and payable as per the credit policy.

5. Guarantors must be members of the society. (Members on contract should indicate remaining contract period in months.)
6. No member with less than 1/3 (one third) of the qualifying income will be granted a loan.

*(N.B. A member to attach fee structure)*

**DECLARATION**

I have read, understood the general terms and conditions of this agreement and I undertake to comply, observe and be bound by the same.

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

**PART II**

**PAYMENT GUARANTEE**

We, the undersigned, acting as guarantors for the loan requested above on this agreement hereby accept jointly and severally liability for the repayment of the said loan or such part of it as may be granted in the event of the loanee’s default. We understand that the amount in default interest and costs appertaining to the aforementioned loan may be governed by as offset against our shares, dividends and interests in the society or by attachment of our property or / and salary. Should the loan guaranteed or less not be granted this guarantee automatically becomes null and void.

We, (guarantors) are members of MUST Co-operative and savings and credit society employed by Meru University of Science & Technology.

1. Name .....P.F. No.....

Amount guaranteed.....Signature .....Date.....

2. Name .....P.F. No.....

Amount guaranteed.....Signature .....Date.....

3. Name .....P.F. No.....

Amount guaranteed.....Signature .....Date.....

4. Name .....P.F. No.....

Amount guaranteed.....Signature .....Date.....

5. Name .....P.F. No.....

Amount guaranteed.....Signature .....Date.....

**PART III**

The applicant must attach two certified latest pay-slips to this application form.

**PART IV**

**OFFICIAL USE ONLY**

**LOAN APPRAISAL & RECOMMENDATION**

Loan No.....Date received.....

Total outstanding loan Ksh.....(in words).....

.....

Amount currently requested Ksh.....(in words).....

.....

**a) Eligible calculation shares Ksh.....x3=.....**

Members present qualifying monthly income Ksh.....x0.033.....

Total monthly deductions including payments on loan requested are Ksh.....

I, .....have checked the information in this form and found it to be correct, I am therefore liable for any misrepresentation in this form.

Member (credit committee).....Signature.....Date.....

Amount recommended in Ksh.....Officer's Signature.....

**PART V**

**ACCEPTANCE/REJECTION**

This loan application should be accepted/rejected for the amount of Ksh.....

Payable in .....installments. If rejected of the amount reduced reasons are

- 1. ....
- 2. ....

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

- a) Loan approved Ksh.....recoverable in .....monthly installments.

Date.....Credit Committee Minute No.....

Signed .....Signed .....Signed.....  
Chairman Secretary Member

**MANAGEMENT COMMITTEE**

Taking into consideration special circumstances as agreed to the variation of the current credit policy necessary to effect a loan of Ksh. ....reason/s.....

.....

This decision was taken at management/executive committee meeting held on date.....

Management Committee Minute No.....

Signed .....Signed .....Signed.....  
Chairman Secretary Treasurer