



INDIVIDUAL LOAN APPLICATION FORM

photo

CLIENT NAME: AC/N.....	LOAN CYCLE No_ :																												
BUSINESS	BUSINESS LOCATION:																												
<p style="text-align: center;">LOAN AMOUNT APPLIED FOR: UGX (<i>Amount in words.....</i>)</p>																													
<p style="text-align: center;">DOCUMENTATION APPLICATION</p> <p style="text-align: center;">Please indicate whether the following documents have been attached to this form</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;"><i>Document name</i></th> <th colspan="2" style="text-align: center;"><i>Tick where applicable</i></th> </tr> <tr> <th style="text-align: center;">s/n</th> <th></th> <th style="text-align: center;">Applying individual</th> <th style="text-align: center;">OKE Sacco staff</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Recommendation letter from Lc</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td>Guarantor's consent agreement filled</td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td>Statement of: a) Fixed savings A/C b) Loan A/C c) Share A/c </td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td>Loan agreement/promissory note signed 2 passport size photos </td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">5</td> <td>Statement of securities offered</td> <td></td> <td></td> </tr> </tbody> </table>		<i>Document name</i>		<i>Tick where applicable</i>		s/n		Applying individual	OKE Sacco staff	1	Recommendation letter from Lc			2	Guarantor's consent agreement filled			3	Statement of: a) Fixed savings A/C b) Loan A/C c) Share A/c			4	Loan agreement/promissory note signed 2 passport size photos			5	Statement of securities offered		
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<p><i>NOTE: Disbursement can only take place after this form has been fully completed by the Chairman loan and approved by the manager.</i></p>																													
<div style="text-align: center; margin-bottom: 10px;"> </div> Chairman loans..... Date Signature.....	<p style="text-align: center; margin-bottom: 10px;">Approved by _____</p> Operations Manager..... Date Signature.....																												

NATURE AND MANDATE OF THE CLIENT

Name of the individual.....

Residential address.....2.....

Tel.....

Email.....

Contact Person:Tel:.....

Residential address..... (Village).....Parish.....County.....

Business to be financed.....

Experience in business/employment [Of years in running it]

Location of the business/work place.....

Source of the loan repayment.....

Ownership of the business [family, personal, group etc]

Capital in the business.....UGX

FINANCIAL NEED

Amount applied for shs.....(amount in Words).....

.....

THE PROPOSED LOAN TERMS

Purpose of the loan.....

Loan product i.e. business, salary, school fees, Asset financing [tick one]

When required.....

CASH FLOW PROJECTION FOR THE MONTH

INCOMES[UGX]	Amount (Ugx)	EXPENDITURE	Amount(ugx)
From business		Business related	
Other sources		Others	
Rentals		Rent	
Salaries		Utilities	
Etc		Transport	
		food	

OLD KAMPALA EASY SACCO LIMITED
MARTIN ROADS SARAH MALL Room-06 Tel+256 414-695300 /0707794794

Total		Total	
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Net balance [income-expenditure].....

Loan period:

I plan to repay the loan in _____ months in **equal monthly, Biweekly or weekly** installments with interest thereon.

SECURITY/ASSET PLEDGE AGREEMENT FOR THE LOAN:

As security/collateral for the loan facility of UGX.....being advanced to me by OKESACCO, I.....Member of.....do hereby pledge the following item(s):

- A)** My Fixed savings with OKESACCO ACCOUNT to the tune of UGX _____ and the Sacco is free to deal with my account in whichever way possible so as to pay off any outstanding balance from me.
- B)** The items listed below are offered to supplement the savings stated in part (A) above as other assets:

Security/Asset name	Details	Estimated sales value
Total estimated value		

NOTE;

The ownership of the above pledged items **is hereby transferred to OKESACCO Ltd** until such a time that the loan is cleared. In addition, I hereby agree that failure to repay the loan will imply that **OKESACCO Ltd** the bearer of the transferred ownership **is with authority to sale off the assets mentioned above** in order to recover and clear the loan to zero balance.

Note: Are you married

YES	NO
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Ticket YES OR NO

IF you are married fill the following Spouse's consent

Spouse's consent:

I.....do hereby agree and give this permission to my husband/wife named.....

- I. To borrow money from **OKESACCO savings and credit society limited** amounting to UGX.....
(In words).....)For the purpose of.....

- II. And to pledge the assets mentioned above to the society as security.

Signed

Spouse's signature.....date.....

I, _____, hereby certify that I have not failed to disclose any information which might influence the loan committee of OKESACCO Ltd in granting me the loan. I further declare that the information given herein is true. I understand that the completion of this form does not entitle me to a loan.

Signature of Applicant: _____ Date: _____

OKESACCO Ltd

witness/officer.....date.....

GUARANTOR'S AGREEMENT

We (Hereinafter referred to as Guarantor) in favor of **OKESACCO Ltd** Saving and credit society of Old Kampala Road.(hereinafter referred to as Lender) and now this agreement states as follows:

We have given this guarantee in consideration of **OKESACCO Ltd** (referred to as the lender) giving to.....(hereinafter called the borrower)a loan of UGX.....(Amount in words.....)at an interest rate of% Per whole loan period inmonths . We also do hereby confirm that the information supplied by this person is true and in our own assessment, the applicant is able to service his/her loan.

We further guarantee this loan and **pledge our savings with OKESACCO Ltd** to be used in support of this Guarantee in case he/she does not comply on any payment. **We understand that:**

- 1) **My obligation(s) under this agreement shall be:**
 - a. To ensure that the borrower pays on time as per the agreement
 - b. To aid **OKESACCO Ltd** in the recovery process on any unpaid balances from the borrower to zero
 - c. To aid the Sacco to sell off the securities pledged by the borrower in case of his/her failure meet the last payment due date
- 2) **OKESACCO Ltd has the right and powers to sale off any of our items offered in respect of guarantor ship to this agreement for the provision of this loan facility to.....In case he/she fails to re-pay as per the agreement without any hindrance from us whatsoever.**
- 3) In the event of the borrower failing to pay the loan and interest covered by this Guarantee, we shall pay **OKESACCO Ltd** a total amount covering the outstanding loan, Interest and all expenses for the recovery of this loan in not later than one month from the date of receiving a demand note from **OKESACCO Ltd**.
- 4) That this guarantee shall remain in force as a continuing security until the principal, interest and costs if any are paid in full by the borrower.

We hereby declare and confirm that I fully understanding the implication of being guarantor of this loan and to show our commitment to this guarantee I pledge the following item(s) as security:

- 1) location

BENCH NO.....

GUARANTOR NAME

SIGN

DATE

TEL:

1.....

2.....

3.....

L.C'S RECOMMENDATION

The Manager

OLD KAMPALA EASY SACCO LTD.

Dear sir/Madam,

RE: OUR RECOMMENDATION

I.....the L.C 1 chairman of the area on behalf of the entire local area council team do hereby recommend Mr./Mrs./Miss.....

to get a loan facility from your organization. He/ She is credit worthy and has no bad record/history in the area and is not indebted to any institution. I also testify that the pledged security/property do exist and is the rightful owner. In case of default/failure to pay, I will provide all the necessary assistance/ help to help in recovering any outstanding balance and any other costs in case of any from him/her.

Sign and stamp.....date.....

TEL.....

Verified by: **Old Kampala Easy Sacco** loans officer.....date.....

Use this space to draw and indicate the map to the applicant's' address

Loan Appraisal report
To be used by the loan officer in assessing the loan applicants(s)

Assessment of Technical Feasibility of the Enterprise Activities (if possible to be completed):

Assessment of Financial Viability of the Micro-Enterprise (profitability assessment):

Security under appraisal

Security name	Details	Market value (UGX)
TOTAL VALUE		

Loans officer's findings on the site.....
.....
.....
.....

Location of the securityvillage Division.....

Recommendations by the officer:

.....
.....

I therefore recommend a loan of (shillings): _____ to _____.

Signature of the officer:

Date:

Review by the Loans Committee: (State any conditions and comments by the committee)

Date of committee meeting:

COMMENTS BY LOANS OFFICER

Has the applicant ever taken a loan from this Sacco.....

If yes, how was his/her repayment discipline.....

Name.....signature.....Date.....

Loans Committee Decision:

Approved:	Amount (shillings):
Deferred:	Reason:
Rejected:	Reason:

Signed by:

1.Chairman.....Date.....sign.....

2.member(1).....Date.....sign.....

3.member(2).....Date.....sign.....

DECISIONS BY THE SACCO MANAGER

Recommended	Rejected	Deferred

If recommended,

Amount (shillings)	Repayment Period	Installments (Shillings) (Monthly-weekly or Weekly)

SIGNED:	Date	NAME:
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LOAN AGREEMENT/PROMISSORY NOTE
To be filled on the loan disbursement date

I....., acknowledge the loan approval made to me by **OKESACCO ltd**. I shall abide by the rules and regulations of **OKESACCO ltd** in respect of the loan, and I shall utilize the loan according to schedule and meet all the requirements as stipulated on time.

This **agreement** is made this day.....of.....20.....

Between

OKESACCO ltd of Old Kampala martin road Sarah Mall , Kampala incorporated under the co-operative societies act (Cap 112) herein called the lender, (*which expression shall where the context so admits include its successors in title, assigns and/or legal representatives*), of the one part.

AND

M/S/MRof.....

Herein after called a “borrower”, (*which expression shall where the context so admits include its successors in title, assigns and/or legal representatives*) of the other part.

WHEREAS the borrower has voluntarily applied for the loan from **OKESACCO LTD**

AND WHEREAS OKESACCO LTD is willing to extend the loan to the borrower on the basis of representations made by it upon the terms and conditions herein after appearing,

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:-

The borrower is desirous of borrowing Ushs.....(In words

.....)
being the principal from the lender who is ready and willing to lend the sum of money stated above to the borrower upon the terms and condition herein after specified:

- The above principal sum is lent to the borrower at an interest rate ofper whole loan period which is calculated by the lender on **a flat basis**.
- In consideration of these present and the principal sum above lent to the borrower receipt of which the borrower acknowledges by act of appending his/her signature hereto, the borrower hereby covenants with the lender to repay the principal together with interest without delay within a period of.....month(s), in.....(no_ of installments) **weekly, bi-weekly/monthly** installments of ugx..... and the first installment shall be paid on.....day of.....20.....and the last installment shall be paid on.....day of.....20.....
- The borrower and the lender hereby covenant that the principal together with the interest will be ugx.....(amount in words.....)
of which total interest payable will be ugx.....

Note

I understand that if

Payment is not made on the due date;

- 1. I will pay a penalty of 0.01 of loan balance per day in arrears and all the cost incurred by OKESACCO LTD in the recovery process due to my failure to comply with this agreement shall be paid by me.***
- 2. If any installment is not paid on the due date, our area Chairman shall be contacted in order to collect the payment.***
- 3. The institution shall have the power to sell off the items I have pledged as security in respect of this loan in case we fail to meet the last installment date.***
- 4. The institution has the right to call back the loan given to me in case I fail to comply with my agreed mode of payment with no hindrance from I whatsoever.***
- 5. The institution shall be with the powers and right to take and sell off any of our other items/assets for in case the items we pledged as securities could not be enough to settle off our loan balance with the institution.***

I have read and understood the terms and conditions in this agreement clause when I am sober

Signed by: borrower's Name.....Sign.....date.....

Checked by: credit officer.....date.....

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