

CONFIDENTIAL

MEMBER'S A/C. NO.	
BRANCH	
LOAN NO	
CREDIT SCHEME	
DATE	

**A. REQUIREMENTS AND INSTRUCTIONS (read and understand before completing this form)**

1. Applicants are required to be familiar with the Society's current by-laws, Loan Policy and the general loan's terms and conditions.
2. Incomplete forms will be returned unconsidered.(b)employment letter may be required.
3. The applicant is required to attach three original current pay-slips (not more than three months old to the date of application) and a copy of National ID Card showing both sides for every loan applications/guarantors.
4. In case your Loan is not recovered through the Payroll, please ensure that it's paid by CASH promptly to avoid Interest in arrears, penalty and DEFAULT.

**B. APPLICANT'S PERSONAL INFORMATION**

1. Full Names (as in ID card).....ID No. ....
2. Date of birth .....age.....place of birth.....
3. Personal/Employment No.....pin No.....marital status.....
4. Mobile No.....email.....Office tel No.....Ext.....
- 5.Current Address.....postal code.....
6. Spouse/Relative.....mobile no.....occupation.....Sign .....
7. Member's Home Details: Address.....postal code.....  
County.....Sub County .....Location.....  
Sub-Location.....ward.....Village.....
8. Employer(Ministry).....
9. Employer's mailing address.....postal code.....
10. current Station.....position held.....
11. Terms of Employment - Permanent & Pensionable/Temporary/Contract/Other  
(Specify).....

**DEBTS AND COMMITMENTS**

OWED TO	PURPOSE	AMOUNT	DATE

**C. LOAN APPLICATION & REPAYMENT**

- i. Amount applied(ksh.)..... (Amount in words).....
- ii. Repayment period.....(months)Repayment period.....(months)
- iii. Monthly installment i can pay(ksh).....
- iv. Purpose for which loan is applied (In case of several uses of the loan, state the exact amount for each use).  
1..... Ksh.....  
2..... Kshs.....
- v. Security : I wish to provide the following as security for the loan.....  
.....  
Signature.....Date.....

#### D. REPAYMENT GUARANTEE

(To be completed by at least three guarantors who must be SACCO members)

Amount of loan guaranteed Kshs..... (In words).....

Consequential to the society-granting whole of the above or lesser amount that may be approved, we the undersigned do hereby accept jointly and severally liability for the repayment of the loan in the event of the borrowers default. We understand that the amount in default may be recovered by an offset against our dues in the society or by attachment of our property and proceeds without further notice and that we shall not be eligible for loans unless the amount in default has been fully cleared.

	NAME	A/C NO.	Tel No.	SHARES	ID NO	SIGN	DATE
1							
2							
3							
4							
5							
6							
7							
8							

#### E. EMPLOYERS UNDERTAKING (To be completed by Management)

On behalf of the employer / Management ,we undertake to channel his/her salary and any other benefits via Southern Star until the loan applied is paid in full. We further undertake to effect deductions against is/her salary/dues if required by the Sacco. We hereby confirm that we will not consider or approve any further credit either in kind or cash that would affect his/her loan repayment.

Approved by

Name..... Desig..... Tel:.....

Name..... Desig..... Tel:.....

Name..... Desig..... Tel:.....

Official Rubber Stamp & Date:.....

#### F. DECLARATION BY THE APPLICANT

I..... certify that the above statements are true and complete to the best of my knowledge and belief and authorize the Sacco to make any enquiries and/or references from any third parties /persons or institutions as may be necessary. I am aware that my application may be prejudiced for non-disclosure of material facts. I also understand that the Sacco reserves the right to decline the application. I/We confirm having understood that my/our personal information provided in this application form shall be processed in accordance with the provisions of the Data Protection Act, 2019, or all other applicable laws as may be amended from time to time.

I/We confirm having read and understood the General Terms and Conditions and Data Privacy statement available at the Branches and on the Sacco's WEBSITE [www.southernstar.co.ke](http://www.southernstar.co.ke) or such other websites as the Sacco may designate as its official website from time to time on this day \_\_\_\_\_ Month \_\_\_\_\_ year \_\_\_\_\_.

1. Name (applicant)..... Sign..... Date.....

2. Name (spouse/Relative)..... Sign..... ID No. .... Mobile: ..... Date.....

3. Witnessed by (Name)..... Member No.....

Address ..... Code .....

Signature:..... ID No. : ..... Date:.....

#### FOR OFFICIAL USE ONLY

Amount Approved in Ksh. .... In words .....

Name ..... Signature ..... Date .....

Approved by: (branch) minute No..... Date.....

Signature..... Signature.....

Credit Manager /Branch Manager ..... Signature..... Date .....

HQ Credit Committee Minute no..... Date.....

Signature..... Signature..... Signature.....

.Board Credit Committee

Minute no..... Date.....

**Signed by:.**

Chairperson..... Date.....

Chief Executive Officer..... Date.....

Treasurer..... Date.....