

Fifth Guarantor

- a) Name.....Mobile Number.....
- b) I guarantee the borrower of this loan with ksh (in words) ksh(in figures)ksh.....)
- c) ID. NO.....SACCO NO.....Deposits kshs.....
- d) Signature.....Date.....

Sixth Guarantor

- a) Name Mobile Number
- b) I guarantee the borrower of this loan with ksh (in words) ksh (In figures)ksh.....)
- c) ID. NO.....Sacco No.....Deposits kshs.....
- d) Signature.....Date.....

B.3 Assets Pledged

	ASSETS	Serial Number	Year	Original Price (Kshs)	Current Value (Kshs).
1					
2					
3					
4					
	TOTAL (KSHS)				

Besides the above pledges, I commit myself to pay the total loan and any expenses the SACCO will incur to follow me.

a. APPRAISAL AND RECOMMENDATION

C.1 APPRAISAL GUIDELINES

	ISSUES TO BE APPRAISED	Highest marks	Group appraisal	SACCO/Credit Comm. Appraisal
1	Weekly attendance of group meetings	10		
2	Deposits-Total and Consistency	25		
3	Guarantee: Total guarantee should be 100%	10		
4	Business experience	5		
5	No outstanding group/SACCO loan or other penalties	15		

C.2 GROUP MEMBERS

We,.....Self Help Group members hereby accept jointly and severally that failure of the borrower to abide by the rules of this loan as per the loan policy, guarantors deposits above ,his or her own deposits and any other security named in this loan form to be attached or auctioned respectively to recover amount outstanding. It is our responsibility to ensure that the borrower of this loan has repaid the outstanding amount, interest and any other recovery expenses or fines that may be incurred on the process.

The SACCO has a right to stop any further loan disbursement in our group so as to ensure 100 % repayment rate is maintained.

(More than half your members to sign against their names below)

	NAME	SIGNATURE	DATE
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			

C.3 GROUP COMMITTEE

After appraising this loan form, we hereby affirm that the borrower of this loan is a member of our group, that the group has approved this loan, that the group has physically inspected the assets pledged as collateral security, that the members have determined that the asset belong to the borrower and the borrowers spouse/Business partner/ parent has consented and agreed to this loan and therefore we recommend the borrower to be advanced [] or not to be advanced []

ksh_____

	OFFICIALS	Name	Signature	Telephone	Date
1	Chairman				
2	Secretary				
3	Treasurer				
4	Field officer				

C.4 CONFIRMATION OF CREDIT COMMITTEE AND CREDIT OFFICER/SACCO MANAGER

I, confirm that the borrower of this loan together with the officials have fulfilled all conditions of this loan except the following

- (i) _____
- (ii) _____
- (iii) _____
- (iv) _____

NAME:.....Signature.....Date:.....

B. LOAN APPROVAL

D.1 Credit Committee Decision

APS BARAKA SACCO Credit Committee has not approved this loan in the meeting dated _____ Minute No. _____ due to the following reasons.

- (i) _____
- (ii) _____
- (iii) _____

Or

APS BARAKA SACCO Credit Committee has approved this loan in the meeting dated _____ Minute No. _____ under the following terms and conditions:

- (i) You shall receive a loan of ksh _____
- (ii) You shall pay a loan form of ksh 100/=, 200/=
- (iii) You shall pay a Loan Insurance Fund (LIF) of 3 % before receiving the loan.
- (iv) You have been given _____ [weeks], [months] to repay both principle and interest.
- (v) You shall pay (14%_ 15%) loan interest annually depending on the period given.

- (vi) You shall repay a weekly/monthly ksh _____ being principle (p) ksh _____ and interest of ksh _____ to your group where all the group activities shall take place.
- (vii) You shall be given a grace period of [2], [3], [4] before you start repaying your loan. Starting date _____.

- (viii) You shall use this loan to refinance the loans you are servicing

- (ix) You shall continue saving ksh 500 weekly together with a weekly or monthly instalment failure to which you can be stopped from being group/SACCO member and be required to repay the whole outstanding balance at once.
- (x) Loan interest shall be recovered first in any weekly/monthly loan instalment.
- (xi) You shall be levied 5 % of the weekly /monthly instalment if you fail to repay any of your installments or a less amount.
- (xii) In the event of default on the part of the borrower, The group/ SACCO will attach all your free savings and without prior notice immediately enter upon the premises/land where any asset pledged are located and take possession of or dispose of in any manner the group/SACCO may deem proper.
- (xiii) In the event of continuous defaulting for 12 weeks or 3 months, your guarantors' savings will be attached to recover the remaining outstanding loan balance.
- (xiv) Your guarantors' savings will be attached on the 12th week or the 3rd month, if you continue repaying less installments.

(xv) If later on you clear your outstanding arrears, priority shall be given to your guarantors in recovering their attached savings.

SACCO Chairman/ SACCO Secretary/SACCO Treasurer: (either to sign on behalf of the

SACCO) (NAME _____ Signature _____ Date ___/___/20__

c. 1 ACCEPTANCE

I accept normal loan of Kshs _____ and abide to the rules and regulations pertaining the loan issuance.

Name _____ Signature _____ Date _____

F.1 RECEIVED

I declare that have received Cheque No. _____ Kshs _____ normal loan from **APS Baraka SACCO Society Ltd.**

Name _____ Signature _____ Date _____

Amount Approved kshs.....

Less Insurance kshs.....

Less Loan Processing Fee kshs.....

Less Legal Fee kshs.....

Amount to be credited in member Account kshs.....

Member signature.....

CHECKLIST FOR PRE-LOAN BUSINESS AND/OR HOME VISITS

(To be completed by group leaders during the visit)

Name of the Group: _____ Area/Unit _____

A. A. Name of member: _____ SACCO M/ship No. _____

B. Visit Number: 1st [] 2nd [] 3rd []

C. Date of Visit: _____ Time: _____

D. Place visited: Home [] 2.Business [] 3. Both []

1.Name of business: _____

2. (A) Type of business: _____

(B) Main products/services: (1) _____

(ii) _____

(iii) _____

(C) Location of: (i) Residence (Home) _____

(ii) Business _____

3.Business Location is: (i) Very suitable []
(ii) Fairly []
(iii) Unsuitable []

4. Flow of customers was: (i) Very high []
(ii) Fairly high []
(iii) Low []
5. Type of Premises: (i) Open air []
(ii) Semi-permanent (*kibanda*) []
(iii) Permanent (timber/stones) []
6. Ownership of premises: (i) Own []
(ii) Rented []
7. Estimated total sales per day/week/month: Ksh. _____
8. Estimated total costs per day/week/month: Ksh. _____
9. Business is owned / managed: (i) Alone []
(ii) Jointly [] with _____
10. Potential for expansion: (i) Very high []
(ii) High []
(iii) Low []
11. Nature of competition: (i) Very high []
(ii) High []
(iii) Low []
13. About how much financing (loan/money) would be needed? Ksh. _____
14. Other Observations: (i) _____
(ii) _____
(iii) _____
15. Committee members who visited:

	Position	Name	Sign	Telephone	Date
1	Chairperson				
2	Secretary				
3	Treasurer				
4	Field Officer				

GUARANTEE UNDERTAKING

- 1) In consideration of **APS BARAKA SACCO SOCIETY LTD** of P.O Box 8070-00200, Nairobi {hereinafter called '**the lender**'} giving credit/loan for as long as the lender may think fit to of P.O box..... at his/her request [hereinafter called the 'the borrower'} I/We the undersigned of P.O Box.....
- 1).....4).....
2)5)
3)6).....
{Hereinafter called '**the guarantors**'}

1. **HEREBY UNDERTAKE** to pay and satisfy the lender on demand all sums of money which are now or shall at any time be owing to the lender anywhere on any security whatsoever whether from the borrower solely or from the borrower jointly with any other person(s) or from any firm in which the borrower may be a partner including the amount of notes or bills discounted or paid and other loans, credits or advance made to or for the accommodation or at the request of the borrower as aforesaid including legal and lender charges occasioned by or incidental to this or any other security held by or offered to the lender for the same indebtedness.
2. **PROVIDED ALWAYS** that the total liability ultimately enforceable against me under this guarantee shall not exceed the sum ofplus the incidental expenses including but not limited to loan fines, bank charges, recovery fees, if any, and legal fees.
3. **ALTERNATIVELY, IN CONSIDERATION** of the lender granting at the request of the borrower a loan/overdraft/cash credit limit of.....plus the incidental expenses including but not limited to bank charges, loan fines, recovery fees, if any, and legal fees. I/We guarantee to the lender repayment of the said loan/overdraft/cash credit with all interest [due thereon plus all costs, and expenses for recovery thereof.
4. **AND BY WAY OF SECURITY** I am/we are hereby giving to the lender alien and /or right to set off against the {Hereinafter called 'the security'} without giving me/us any notice and the I/we hereby donate power of attorney to the lender to do anything with the security to realize the loan or part of thereof outstanding.
5. **PROVIDED ALWAYS** that if at any time the lender wishes to call back the loan /overdraft/cash credit allowed to the borrower, it shall be at liberty to do so and if the borrower with interest accrued thereon or any part thereof I HEREBY AUTHORIZE the lender 'to the appropriate from my/our said deposits/shares any amount that may be necessary to get adjusted the loan/overdraft/cash credit[s] of the borrower with interest accrued and any other charges thereon without any reference to me/us.
 - a) This guarantee and undertaking shall be considered as satisfied by any intermediate payment or satisfaction of the whole or any part of any sum of money owing as aforesaid but SHALL be a continuing security and extend to cover any sum or sums of money which shall for the time being constitute the balance due from the borrower to the lender upon any such security as hereinbefore mentioned.
 - b) This guarantee [and undertaking shall be binding as continuing security on my executor's administrators and legal representatives in respect to my estate in case of death until total satisfaction of the borrower debt obligation with the lender.
 - c) Any judgment recovered by the lender against the borrower in respect of such indebtedness shall be binding and conclusive on and against me, my executors, administrators and legal representative in all courts of law and elsewhere AND for the avoidance of doubt IT IS HEREBY DECLARED that I/WE shall at all times while the credit facility is outstanding, be and remain jointly and severally liable with the principle borrower and may be sued in any court of law as such.
 - d) This guarantee is created to be a security for the loan/overdraft/cash credit extended to the borrower by virtue of a loan agreement dated the.....Day of.....2017 for the sum ofplus the incidental expenses including but legal fees. AND it shall be in addition to and shall not be in any way prejudiced or affected by any collateral or other security now or hereafter held by the lender for all or any part of the money hereby guaranteed.

SIGNED and delivered this.....day of.....2016]

GUARANTORS

	NAME	ID.NO.	SIGN.
1			
2			
3			
4			
5			
6			

In the presence of

Drawn by
WANJOHI GACHIE & CO.ADVOCATES
NACICO PLAZA, 5RD FLR, RM 505
P.O. BOX 61874-00200
NAIROBI.