



## INDIVIDUAL BUSINESS LOAN APPLICATION FORM

### A. PERSONAL INFORMATION

Surname \_\_\_\_\_ First name \_\_\_\_\_ Middle name \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Status. Married  Single  Youth   
Nationality \_\_\_\_\_ ID type \_\_\_\_\_ ID number \_\_\_\_\_  
Occupation \_\_\_\_\_ Education level \_\_\_\_\_  
Home address \_\_\_\_\_  
T/A \_\_\_\_\_ District \_\_\_\_\_  
Physical address \_\_\_\_\_ Postal address \_\_\_\_\_  
Contact: \_\_\_\_\_ / \_\_\_\_\_ Next of keen contact: \_\_\_\_\_

### B. BUSINESS INFORMATION

Name of enterprise \_\_\_\_\_ Name of owner of enterprise \_\_\_\_\_  
Type of business \_\_\_\_\_ Number of years' business existence \_\_\_\_\_  
Registered/ Informal \_\_\_\_\_ Registration number if Registered \_\_\_\_\_  
Year of business commencement \_\_\_\_\_ Type of ownership \_\_\_\_\_  
Sector of business \_\_\_\_\_ Subsector of business \_\_\_\_\_  
Starting Capital \_\_\_\_\_ Total assets \_\_\_\_\_  
Current total capital \_\_\_\_\_ Annual earnings \_\_\_\_\_  
Number of employees: \_\_\_\_\_

### C. LOAN INFORMATION

Loan amount \_\_\_\_\_ Loan amount approved \_\_\_\_\_  
Amount in words: \_\_\_\_\_  
Loan amount disbursed \_\_\_\_\_ Date of Disbursement \_\_\_\_\_  
Purpose of the loan \_\_\_\_\_ Loan tenure \_\_\_\_\_

**D. COLLATERAL**

The following items have been pledged as collateral:

Items	Values	Disposal value 75% of market values
1.		
2.		
3.		
4.		
5.		
Total		

Failure to honor the agreement will automatically lead to repossession of collateral pledge and the cost of repossession will be borne by the borrower. Sacco will not be held liable, if your items are damaged during or after the exercise.

**E. DECLARATION**

1. I am not indebted to any other Microfinance institution, Bank, Sacco or loan agency, either the borrower or guarantor, EXCEPT as stated previously on this application form.
2. I understand that if I fail to repay the loan (default) I will be liable for the cost of recovery including legal cost and administration charge for the repossession of chattels.
3. The statement herein is made for the purpose of obtaining a loan and true to the best of our knowledge.

Applicant's signature

Name \_\_\_\_\_ Signature \_\_\_\_\_

**F. GUARANTOR**

I, \_\_\_\_\_ Understand that if the borrower fails to repay the loan or default I will be reliable for all repayments, the cost of recovery including legal cost and administration charge for the repossession of chattels.

Guarantor name \_\_\_\_\_ Guarantor signature \_\_\_\_\_

**G. FOR OFFICIAL USE**

MEMBER SERVICES OFFICER RECOMMENDATION

\_\_\_\_\_

NAME: \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE: \_\_\_\_\_

CREDIT COMMITTEE ASSESSMENT AND DETERMINATION

- 1. \_\_\_\_\_ Date \_\_\_\_\_
- 2. \_\_\_\_\_ Date \_\_\_\_\_
- 3. \_\_\_\_\_ Date \_\_\_\_\_
- 4. \_\_\_\_\_ Date \_\_\_\_\_