



*Empowering Women*

**HOMABAY COUNTY WOMEN SAVINGS AND CREDIT  
CO-OPERATIVE SOCIETY LIMITED**

Email: homabaycountywomensacco@gmail.com  
P.O. Box 390-40300 Homabay Cell: 0707 587 133, 0738 198 390

APPROVAL/ENDORSEMENT				
Official	Name	Amount approved	Signature	Date
Group Chair Person				
Operations Officer				
Accountant				
General Manager				

**PART H: LOAN RECEIPT ACKNOWLEDGEMENT FOR OFFICIAL USE ONLY**

This is to acknowledge a receipt of a cheque no / cash payment..... In the amount of Ksh( in Words)

.....  
being a loan taken from HBCWS payable under the terms and conditions as stated in the loan agreement. The monthly installments will be Kshs.....and the first installment will paid on ..... (Align this to the GROUP meeting day)

Borrower's Name:.....

Sign: ..... Date:.....

In the presence of HBCWS officer..... Sign:..... Date:.....

**FOR OFFICIAL USE ONLY**

**Board Credit Committee Recommendation**

We certify that we have appraised, discussed and approved a loan of Kshs \_\_\_\_\_ to \_\_\_\_\_

of (SHG) \_\_\_\_\_ having complied with Homabay County Women Savings and Credit Co-operative

Society Ltd.

Credit Chair, \_\_\_\_\_ Signature, \_\_\_\_\_ Date \_\_\_\_\_

Member, \_\_\_\_\_ Signature, \_\_\_\_\_ Date \_\_\_\_\_

Member, \_\_\_\_\_ Signature, \_\_\_\_\_ Date \_\_\_\_\_

**MEMBER'S LOAN APPLICATION AND AGREEMENT FORM**

SERIAL NUMBER..... DATE.....

GROUP NAME.....

**PART A: BIO DATA**

- Full Name  
.....M/ship No:.....
- ID No..... Date of Birth.....Gender.....
- P.O BOX ..... Group Name .....
- Constituency..... Ward .....Location.....Sub-location.....Village.....
- Telephone number.....Email.....
- Bank account number..... Bank.....Branch.....
- State position held (whether a Committee member or Employee) in the Society .....

**PART B: SIZE OF BUSINESS**

Item	Right now (kshs)	Explanation
a. Cash on hand and in bank		Cash in your business and bank
b. Stock		Current stock in your business
c. Fixed asset (kshs)		Such as buildings, land, fridge, weighing machine etc
d. Money owed to your business		What you are owed by the customers
e. Total assets		Total of a+b+c+d
Do you have any other loan / debt? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how much?		

**CASH FLOW**

Sales from business	Right now	Explanation
f. Sales per week		Sales both in good and bad days
g. Sales per month		Sales both in good and bad days
Monthly business expenses		
h. Purchases		Goods bought monthly
i. Daily household expenditure		Amount of money spent on food on a daily basis.
j. Transport		Monthly transport
k. Rent/ municipal charges		On business premise
l. Salaries (employees and self)		Money paid to workers and other family needs
m. Creditors		Money not yet paid to suppliers for goods and services delivered
n. Electricity/ water/telephone		Bills for the same
o. Proposed HBCWS loan installment		Weekly payments to HBCWS
p. Airtime		Amount of money spent on airtime in a weekly basis
q. Group savings		Amount saved in a group per week
r. Total monthly expences		Total of h+j+k+l+m+n+o+p+q
Profit/loss		Income less expenditures i.e. g-r

**PART C: LOAN DETAILS**

Please tick (✓) where appropriate the nature loan you wish to take

Normal Loan  Emergency Loan  School Fees Loan  Others

Applicants own deposit KShs: ..... x 3 = Kshs:.....  
 This is an agreement between HBCWS and stated borrower. HBCWS has agreed to advance a loan to the borrower through the guarantors started in Part C below and the borrower has agreed to repay the said loan principle and interest under the following terms and conditions.

- a) Loan amount is Kshs.....
- b) Loan terms (months) .....
- c) Interest rate shall be calculated at 12% p.a.
- d) Total Interest .....
- e) Total amount payable (A +D) .....
- f) Penalty rate upon default .....
- g) Grace period .....
- h) Frequency of payments .....
- l) Amounts per installments .....
- j) The borrower has agreed to make a weekly / monthly deposits of Kshs ..... as a collateral for the term of the loan during the entire term of the loan.
- k) An event of default will have occurred when the borrower:
  - (i) Fails to repay any or part of the loan principle and or interest either consecutively or cumulatively, four time;
  - (ii) Fails to pay the scheduled loan security fund or any part of it;
  - (iii) Changes the business location or makes substantial changes to the business without prior consent from the group and or HBCWS.
  - (iv) Uses the loan proceeds for any purposes other than those stated in the loan application

I, ..... (The borrower) certify that I have read and understood the terms and conditions of this agreement which have been fully explained to and I do hereby agree that shall abide by such terms and conditions as stipulated herein.

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

**PART D : COLLATERAL / GUARANTORS DETAILS**

M/ship No.	Name	ID No.	Tel	Amount Guaranteed	Signature

**PART E: SPOUSE / PARTNER / PARENTS COMMITMENT AND CONSENT**

I, ..... of ID No. .... **(Attach a copy)** acknowledge that I am aware that the above stated borrower is to be advanced a loan for HBCWS and has consented to the transaction.

Signature: ..... Tel No.: ..... Date .....

**PART F: CERTIFICATION BY THE AREA CHIEF**

I certify that the above named person is aresident in my location and that the details. as given by the applicant, are correct to the best of my knowledge

Name..... Designation.....

Date ..... Signature: ..... **(Please use office stamp)**

**GROUP MEMBERS LIST**

NO	Name	ID No.	Tel No.	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				