



**LOAN APPLICATION FORM**

**FOR OFFICIAL USE**  
 Loan A/C No.....  
 Savings A/C No.....  
 Branch *COMMUNITY*.....  
 Date .....

1 CLIENTS PERSONAL INFORMATION			
Applicant's Name (Mr/Mrs/Miss/Dr/Prof)			
National ID/Passport No.		Pin No.	
Marital status    Single <input type="checkbox"/> Married <input type="checkbox"/> Widow <input type="checkbox"/> Divorced <input type="checkbox"/> Others			
Religion		Nationality	
Date of Birth		Sex    Female <input type="checkbox"/> Male <input type="checkbox"/>	
No. of Children		Other dependants	
Postal Address Currently		Permanent    Email	
Tel: (Landline)		Mobile	
Physical address (Attach sketch map)			
Residence Town		Estate    House No.    Rented <input type="checkbox"/> Owned <input type="checkbox"/>	
2 EMPLOYMENT DETAILS			
Employers Name			
Postal Address		Telephone	
Physical address: Town/Street/Building (Attach sketch map)			
Designation		PF No.    Employment Terms: Permanent <input type="checkbox"/> Contract <input type="checkbox"/> Probation <input type="checkbox"/>	
Station		Department    Length of service	
3 LOAN PARTICULARS			
Amount applied for (Kshs)		Purpose	
Cost of project (Kshs)		Own contribution (Kshs)	
Repayment period		Monthly repayments (Kshs)	
ACCOUNTS IN OTHER BANKS/FINANCIAL INSTITUTION(S)			
Bank		Branch	Status (Dr/Cr)
1			
2			
3			
LOANS IN OTHER BANKS/FINANCIAL INSTITUTION(S)			
Amount advanced		Date advanced	Repayment period
1			
2			
3			
<i>(Attach Bank statements)</i>			
4 SECURITY DETAILS			
Type		Details	Estimated value
1			
2			
3			
<i>(NB: Attach copies of securities)</i>			
5 REFEREES			
Name		Address	Telephone
1			
2			
3			
6 DECLARATION			
I/We declare that the information given herein is true to the best of my/our knowledge and belief. I/We further authorise Bank to verify the information given herein and make reference from any person(s)/institution(s) named herein.			
Name of the applicant		Signature	Date
Witnessed by Credit officer:		Signature	Date

**INDIVIDUAL LOAN APPRAISAL FORM**

SAVINGS A/C NO .....

1 ACCOUNT							
Turnover savings							
Turnover other accounts							
Comment of the Loan Officer							
2 CREDIT HISTORY							
Loan No.	Date	Amount granted	Payment mode	Period	Status	Performance	
3 OTHER ECONOMIC INFORMATION							
Income				Expenses			
Other economic activities		Amount (Kshs)		Description		Amount (Kshs.)	
Net Salary				Rent			
Farming				Water, Phone, Electricity			
Business				Transport			
Others				Education/Medical			
				Others/ Entertainment			
Total				Total			
<b>Net surplus/Deficit Kshs.</b>							
NB:** Supply copy of receipts or statement where applicable.							
Comments of the Appraisal/Loan Officer							
4 RECOMMENDATION							
				Credit Officer		Branch Credit Committee	
Loan Amount							
Loan Period							
Payment Frequency							
Repayment Amount						Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	
				Credit Officer		Signature    Date	
<b>Branch Credit Committee</b>							
Comments							
				Name		Signature    Date	
1							
2							
3							
4							