



**UGANDA COOPERATIVE SAVINGS AND CREDIT UNION LTD.**

P.O. Box 6203, Tel: +256414233601, Fax: +256414233598, Kampala

**CENTRAL FINANCE FACILITY**

**LOAN APPLICATION FORM**

1. NAME: ..... SACCO SOCIETY LTD.

2. CFF A/C NO. .... ADDRESS .....

.....  
TELEPHONE .....

**3. LOAN APPLICATION AND REPAYMENT TERMS:-**

We, the undersigned, duly authorized by the Board of Directors  
of.....SACCO Society Limited,  
do hereby apply for a loan of UGX.....  
(Amount in words).....from  
UCSCU -CFF, repayable in .....monthly installments.

**4. REPAYMENT GUARANTEE**

We do accept on its behalf liability for repayment of the loan as approved by UCSCU-  
CFF. We understand that the principal amount in default together with interest due  
and collection expenses can be offset against the Society's assets. The monthly  
remittance to UCSCU-CFF including the repayment of this loan will be as follows:-

- i) Monthly installment UGX.....
  - ii) Interest charge at .....per month on opening balance is  
UGX.....
  - iii) Monthly savings UGX .....
- Total amount as per Cheques/Banker's Order (i+ii+iii) UGX .....

**DOCUMENTS TO BE ATTACHED**

- (a) Latest Trial Balance
- (b) Minutes of the Board authorizing borrowing from UCSCU CFF
- (c) Latest Audited Accounts for two financial years
- (d) Insurance Policy
- (e) Maximum liability
- (f) Banker's Standing Order
- (g) Bank statement for the last six months.

**PURPOSE FOR LOANS**

Clearly indicate the purpose for which the loan is applied

.....

.....

.....

**INDICATE APPROXIMATELY WHEN THIS LOAN IS REQUIRED**

.....

**SOURCE OF FUNDS**

Clearly state the source(s) of finance at the disposal of the Society for the repayment of this loan.

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.....

**DEFAULTERS**

- 9. No Society shall be allowed to withdraw from the Fund unless the Society's loan is repaid in full or the loan balance can be fully offset by the Society's savings after 90 days notice.
- 10. Any Society which desires to offset the loan balance against the savings is in breach of contract and will be subjected to 5% offset fee based on the outstanding balance at the time.
- 11. Where a loan is not repaid on the due date, a 2 % p.m. penalty will start accruing for every month defaulted.
- 12. Any Society which defaults for 6 consecutive months will have the loan offset against savings and suffer offset fee of 5% p.a. on outstanding loan.

<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Phone No</b>
Chairman .....	.....	.....	.....
Secretary .....	.....	.....	.....
Treasurer .....	.....	.....	.....
Manager .....	.....	.....	.....

**FOR OFFICIAL USE ONLY**

(a) REGIONAL MANAGER'S EVALUATION

We today examined the loan application forms of .....SACCO Society Limited.

**In our opinion:**

\*Tick as appropriate

- The purpose for which the loan application has been made is a genuine one. We therefore recommend that the above named society be considered for the total amount of the loan applied for:
- The Society cannot justify the need for the amount applied for. We recommend that the society be considered for a loan of UGX.....only being the current loan demand by the members.
- The Society cannot comfortably service a loan of UGX .....without interfering with the day-to-day running of the Society. We therefore recommend that the society be granted a loan of UGX ..... so that it is not overburdened.
- The Society should not be granted the loan as it does not maintain proper records and books of accounts.
- The Society should not be granted the loan as it does not enjoy check off facilities.

NAME.....

Signed..... Date .....

**Regional Manager**

**HEAD OFFICE ONLY**

**LOAN APPRAISAL( To be filled by the CFFO)**

Loan No. .... Date received.....  
Total savings UGX.....  
Outstanding loans UGX .....  
Loan entitlement UGX .....  
Number of installments UGX .....  
Monthly repayment UGX .....  
Prepared by  
..... (Signed) Date .....

**CENTRAL FINANCE FACILITY OFFICER'S COMMENTS**

The loan application should be accepted/rejected for UGX .....  
..... repayable in ..... monthly installments.  
The loan has been rejected/deferred/reduced because:  
.....  
.....  
.....  
Signed..... Date .....

**CENTRAL FINANCE FACILITY COMMITTEE**

We have dealt with the above loan application taking into account the above remarks as follows:

- (a) Loan approved UGX .....  
recoverable in ..... monthly installments of UGX ..... per month.
- (b) Loan rejected/deferred/reduced for the following reasons.  
.....  
.....  
.....

Date .....

**Central Finance Facility Committee**

Minute Number .....  
Signed Chairman .....  
Member .....