



South Rwenzori Diocese Trinity Sacco
SRD TRINITY SACCO LOAN FILE CHECK LIST

Passport
Photo

| Details | Yes | No |
|---|-----|----|
| All pages of loan DOC have been duly signed by the customer (s) and loan | | |
| Loan file properly arranged with the top most DOC being Loan committee approval, | | |
| Collateral DOC signed by customers | | |
| Pass port photos of client on file | | |
| Photo of the business, collateral, residence and officer are attached | | |
| Map of the Business premises are attached | | |
| Proof of spouse consent | | |
| Proof of group / committee consent | | |
| Church recommendation from its worker attached & appointment /placement letter | | |
| Business trading license for business loans | | |
| Appoint & recommendation latter for salary loan | | |
| Recommendation from the Bishops office for Churches | | |
| Loan ledger card of the previous loan should be attached for repeat client | | |
| Loan application forms paid & receipt attached | | |
| Photo copies of client, spouse and Guarantors IDs with signatures | | |
| Copy of financial statements (Bank Statement, Audited Books of ACCOUNT, INCOME & EXPENDITURE etc.) for institutions | | |
| Recommendation from CL 1 | | |
| Spouse consent letter | | |
| CRBS Report attached | | |

CREDIT SEARCH CONSENT

I with account number..... in SRD Trinity Sacco agree and direct the Sacco to check my credit worthiness with CRBS or any other financial institution for them to make a right decision on my loan application.

Client name..... sign..... date.....

General Remarks from CRB Report by Credit officer

.....

Signed by Loans officer :..... Sign..... Date.....

Confirmed by manager Sign Date.....

SRD TRINITY SACCO REPORTS

Loans officer's Field Report

1). INCOME

| | | | | | |
|----------------|--|------------------|--|--|--|
| Monthly income | | Source of income | | | |
|----------------|--|------------------|--|--|--|

2). EXPENSE

| | | | |
|------------------|--|---------------------------------|--|
| Monthly Expenses | | Other Debt(s) repayments amount | |
|------------------|--|---------------------------------|--|

3). Assets

| | | | | | |
|----------------|--|--|--|--|--|
| List of assets | | | | | |
|----------------|--|--|--|--|--|

4). Credit History[Repeat Client] ☐[New Client] ☐

| | | | | | | | | |
|--|-----------|--|------|--|----------|--|------|--|
| If he or she is repeated client tick accordingly | Excellent | | Good | | moderate | | Poor | |
|--|-----------|--|------|--|----------|--|------|--|

5). CRB Report

| | | | | | | | |
|------------|--|----------------|--|-----------|--|-------------------|--|
| High risky | | Moderate Risky | | Low risky | | Multiple Borrower | |
|------------|--|----------------|--|-----------|--|-------------------|--|

Any other information from CRB.

Loans officer Reason for Recommendation.....

Amount recommendedOr Rejected..... Period.....

NameSignature.....Date

Reason for Recommendation by the manager.....

Amount recommendedOr Rejected..... Period.....

NameSignature.....Stamp

Decision by the Loan Committee:

Comment:

Approved amount In words.....

.....loan period Months

Approval Stamp

Chairperson Loans:

Name..... sign.....

Minutes No.....

| NAME | DESIGNATION | SIGNATURE |
|------|-------------|-----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |

Client sign *.....

SRD- TRINITY SACCO

P.O.BOX, 142 KASESE

PART 1: INDIVIDUAL LOAN APPLICATION FORM

| | | | | |
|-----|--|---------------|-------------------|--|
| VLS | | Total Savings | Date of Disbursed | |
| CLS | | | Amount Disbursed | |

Applicants Name..... Branch

Residential Address: Village.....Parish.....S/c.....

A/c. NoTel No: 1.....Tel No: 2.....Occupation.....

Amount of loan applied for Shs..... (In words)

Purpose for which the loan is required..... Loan Period

Source of loan repayment.....Other income. 1.

2.....How much can you afford paying per month.....

SECURITIES OFFERED:

1).....Est: value..... (3).....Est: value.....

2).....Est: value..... (4)Est: value.....

EVALUATION OF CHATTEL MORTGAGE

Date of evaluation.....

| Quantity | Item offered as security | Item details (type, serial No etc) | Location of the item | Date of purchase | Purchase of value | Estimated value |
|----------|--------------------------|------------------------------------|----------------------|------------------|-------------------|-----------------|
| | | | | | | |
| | | | | | | |

I / we declare that the above items offered as security belong to me / us and that, the Item are not used as security in any institution or other nature or juridical person.

I / we agree to give the above items chattel mortgage for a loan affected to me / us by **SRD TRINITY SACCO**, from now until full statement of the loan is done.

Clients' Name: Sign.....Date:/...../.....

Loans Officer Name.....Sign.....Date:/...../.....

I, the loan applicant, certify that I possess and own the above listed items(s). I further make an affidavit that I am the owner of the items listed. In the event of my default in paying the loan advanced to me, I give authority to SRD TRINITY SACCO to dispose off the said property or any other including stocks i.e. (Business stock, livestock or other income generating stock) and re-service such loan, service charge, penalties due, together with costs incurred in the collection of my defaulted loan amount.

Applicant Name..... sign..... Date.....

I confirm that I am the *spouse* to the applicant, and we co-own the above pledged items and I am fully aware of the said loan applied. I consent that the pledged items can be disposed in the event of default of the said loan to recover outstanding loan balance, service charges, and penalties due, together with costs of such loan as may be incurred by SRD TRINITY SACCO.

Spouse Name..... sign..... Date.....

Loan amount Shs..... (In Words)

Loan PurposeTel

| | | | |
|-------------------|-----------|-------------|--------|
| Lons officer Name | Signature | Date | Tel No |
| | | .../.../... | |

LOAN PREQUALIFICATION FORM

1. Applicants Name..... A/C.....Tel No.....
2. Gender Age..... Marital Status..... Citizen
3. Address..... Next of kin Tel No.....
4. Physical location of Business (Direction from nearest public place) & Nature of business.....
- 5 Do you hire or own your business premises (own)..... (Hire)?
- 6 Do you hire or own your residential premises (own)? (Hire)
- 7 Number of childrenNo of other dependents
- 8 How much do you earn per month.....How much do you spend per month:
- 9 Legal status of your business entity (Tick where applicable)

| | | | | | | | |
|-----------------|--|-------------|--|---------|--|----------------|--|
| Sole proprietor | | partnership | | NGO/VLS | | Other(specify) | |
|-----------------|--|-------------|--|---------|--|----------------|--|

- 10 How long have you been engaged in business.....?
- 11 How many hours do you commit to your business/ employment.....?
- 12 Date joined the society...../...../..... Date of application received by SACCO management.....
- 13 What type of business do you intend to expand.....?
- 14 How much do you want to borrow..... (Words)
- 15 How long will it take you to repay the loan

I.....of

Do solemnly declare and state that, the above given information is true and correct to the best of my knowledge and belief that, I understand that my misrepresentation of facts will be sufficient reason for the automatic cancellation of my loan application.

Name & Signature Date.....

Recommendation and Consent by Church management

We the undersigned people, we recommend and consent that we shall be paying the salary of the named client above to the Sacco accounts to enable the Sacco recover the loan from our staff.

Church Head of Laity: Name:Sign Date:

Tel.....

Treasurer/ Finance Controller Name: Sign..... Date

Tel.....

Vicar/ Archdeacon/ Director: Name Sign Date

Tel.....

Stamp.....

Diocesan Secretary Recommendation

Name.....

Signature.....

Stamp.....

SRD TRINITY SACCO

Mandatory lending policies and procedures:

1. The client must be interested in the organization with regular savings of not less than two times a month.
2. Must have saved 25% of loan required and is fixed until the loan disbursed is fully paid.
3. Reason for the loan must be genuine and clearly understood.
4. When getting a loan, your immediate spouse must sign against the loan application form and collateral form, having been well explained to him or her.
5. A loan will be granted when there is collateral or security which is more than 3 times of the amount requested.
6. Before you get a loan, you must have two guarantors who shall sign against your loan application form, with account numbers in this application, who must have saved at least more than the first recovery installments and will stand for 70% of the loan requested.
7. In case of default, the securities/ collateral of the loan client shall be sold off by the guarantors / next of kin to recover the loan borrowed from SRD TRINITY SACCO; failure to do so will lead to effect deductions from:
 - Guarantors, your savings, Confiscation of property, Legal action will be taken.
8. The loan is granted at interest of 2% flat rate and both principal and interest are recovered on monthly basis as per-payment schedule
9. The bank business of lending money is totally different from your domestic / home affairs and therefore makes it no losses. No reason to with hold repayment.
10. Before a loan is granted, your village LCI Chairperson must sign against your loan especially those who are not in the ministry, confirming that you are a permanent resident in that village.
11. For Churches and Church institutions the DS must sign their applications with recommendation from the parish vicar.
12. A loan will be disbursed to the client / customer when it has been approved by the loans committee / manager on behalf of the management.
13. The loans committee / management having approved your loan application, a loan processing (1%) & insurance fee (1%) shall be levied on the disbursed loan.
14. Loan application fees will be charged and payable immediately at the time of issuing out the loan application form (LAF).
15. A maximum of 24 months' loan repayment period can be offered.
16. In case of default or failure to pay as scheduled, late/ **Overdue payments & charges are charged after 1-3 days of due date, and a 0.05% fine shall be added on principle & interest due every day on the amount in arrears for that particular period.**

I..... Have read and understood the lending policies and procedures
of SRD TRINITY SACCO as explained to me by.....

I agreed and promise to abide by them

Name of client..... Savings A/C No..... Date.....

Witnessed by:

Name & signature: Tel.....

Relationship to the Applicant:

.....

THE REPUBLIC OF UGANDA

PART 2: INDIVIDUAL LOAN AGREEMENT *(To be filled after approval)*

This agreement is made this day of.....year.....between SRD TRINITY SACCO, hereby referred to as a lender of the one part and; (Borrower). This is loan agreement (herein the Agreement) between SRD TRINITY SACCO Ltd P.O. Box 142, Kasese, its successor and assigns (herein referred to as SRD TRINITY SACCO) and the undersigned individual (herein referred to as the Borrower). The borrower here by agrees to repay the entire loan principle, service charges and penalties in accordance with the terms described below. I have read this agreement and understands the terms and conditions contained herein, and agrees to abide by the same. In consideration of the loan extended to the Borrower by SRD TRINITY SACCO AND FORMALISED in this agreement, the undersigned Borrower willingly enters into this agreement.

1. Repayment period: months.
2. Interest rate 2% per month
3. Total number of payments:Months/Quarterly/weekly
4. Amount per installments: Ushs.
5. Penalty amount per day: 0.5%...Ushs.
6. Insurance Premium: 1% Ushs.
7. Loan amount: Ushs
8. Total interest charged: Ushs
9. Total amount to repay: (7) +(8) Ushs
10. Maximum penalty per instalment per month: 15%..Ushs
11. Loan processing fees: 1% Ushs

Instalments will be due as per the terms above. Any remaining balance due as of the due date shall be paid on date as soon as a deposit is made.

The proposed first instalment date is/...../..... and the proposed last date is /...../.....

An event of default shall be defined as

- (a). missing a single loan repayment or any part of payment
- (b) missing a single loan savings deposit or part of such deposit
- (c) the use of loan proceedings for any purpose other than those as described in in the loan application
- (d) the movement of business location
- (e) Liquidation of substantially all business assets, or other substantial changes affecting the business, without prior written notice and consent from SRD TRINITY Sacco
- (f) any material change in the facts and circumstances represented in the loan application: or
- (g) the death of the Borrower.

The Borrower agrees:

- A) that this loan may be prepaid, without penalty, by paying the outstanding loan balance, plus all interest due and penalty the early settlement fee of 5% of outstanding total loan balance;
- B) that in the event of late payment, a penalty, will be charged on the overdue principle loan balance on terms described in (5) (10) above;
- C) that proceeds from this application shall be used for business purpose(s) disclosed in part 1 of this form;
- D) that in the event of default, to immediately pay SRD Trinity Sacco all outstanding balances, plus any interest due, together with all costs incurred by SRD Trinity Sacco in enforcing the agreement
- E) to abide by all policies, rules and regulations of SRD Trinity Sacco
- F) to give prior written notice and obtain prior written consent from SRD Trinity Sacco regarding any change s in business location, the liquidation of substantial changes affecting the business(s) or activity for which the loan is used for as described in in the Borrower's Application;

G) That in the event of the death, this Agreement shall be binding on the heir, executor(s), personal representative(s) and assign(s);

H) that any forbearance, including, indulgence or relaxation by SRD Trinity Sacco shown or granted to the undersigned Borrower in enforcing any terms or conditions of this Agreement shall not in any way affect, diminish, restrict, waive or prejudice the rights or powers of SRD Trinity Sacco under this agreement.

I) that the duration of Their loans or loan they shall not sell or dispose of the asset(s) or otherwise transfer title of the asset(s) to the third party or trade the asset(s) for property other than that described in the schedule without written consent of SRD Sacco.

J) That in order to guarantee and secure the repayment to SRD Trinity Sacco of all the principle sum loaned by SRD Sacco to them, together with all agreed upon service charges and penalties, the undersigned Borrower hereby assigns and transfers to SRD Trinity Sacco all right title and interest, in all the items of property listed in the asset schedule in part 1, and incorporated herein by reference (herein the assets) for purposes of this agreement. The term assets shall include all of the business or personal assets of the undersigned Borrower: the undersigned Borrower expressly pledges of his or her business or personal assets in order to guarantee and secure payment by the Borrower; and

K) that in the event of default (as defined earlier in this loan agreement) on the part of the undersigned Borrower, the duly authorized member(s) or agents of SRD Trinity Sacco, may, without further consent or notice to the undersigned Borrower, immediately enter upon the land premises where the assets are located and take possession of and sell or dispose of the same or any part thereof by private sale or public auction in any manner that SRD Trinity Sacco, in in their sole discretion deem proper, without being answerable for any loss or expenses occasioned thereby. SRD Trinity Sacco shall deduct the amount owed to SRD Trinity Sacco from the proceeds of such sales, paying the balancing amount to undersigned Borrower.

I, the undersigned Borrower, certify that I have read and understood the terms and conditions of this Agreement, which has been fully explained to me and I hereby confirm that I abide by all such terms.

Borrower's Name:SignDate

Loans Officer: SignDate.....

Branch Manager: SignDate
Official stamp

Witnessed by;

Head of Laity: Name:Sign Date:
Tel.....

Treasurers' Name: Sign..... Date
Tel.....

Vicar/Archdeacons' Name Sign Date
Tel..... Stamp ..

Diocesan Secretary (For Clergy and lay readers)

Name:SignatureStamp ..

SRD TRINITY SACCO P.O.BOX, 142 KASESE.

An economically empowered community with sustainable livelihood.

THE REPUBLIC OF UGANDA.

SRD TRINITY CO-OPERATIVE SAVING & CREDITY SOCIETY LIMITED P.O.BOX. 142- KASESE

GUARANTEE AGREEMENT FORM (One)

THIS GUARANTEE AGREEMENT is issued thisday of year.....by:
Names..... of
(hereafter called "the Guarantor in favour of SRD- TRINITY Sacco Ltd of P.O. Box 142 Kasese and provided as follows;

1. I of; Village..... Parish
Sub county District.P.O. BoxTel: Hereby issues the
guarantee in favour of SRD- TRINITY Sacco.
2. I have given this guarantee IN CONSIDERATION of SRD TRINITY Sacco giving it to;
3. (borrower' name).....of village
parish sub county.....P.O. Box a loan
of Ushs:(inwords).....
4. at the interest rate of 2% per month payable inEqual monthly installment of Ushs:
per month.
5. In the event of the Borrower failing to repay the loan and interest covered by this guarantee, I shall pay
SRD Trinity Sacco a total amount covering the outstanding loan, interest and all expenses for the recovery
of this loan not later than 14days from the date of receiving a demand notice from SRD- TRINITY Sacco.
6. This guarantee will be in addition and without prejudice to any other security now or hereafter will be held
by the SRD- TRINITY Sacco from the Borrower.
7. I agree that SRD TRINITY Sacco shall be free to enforce its rights under this guarantee without affecting
or exhausting its rights against the Borrower for outstanding money
8. I agree the SRD TRINITY Sacco statement of the Borrower loan account with the SRD- TRINITY Sacco
shall be good and sufficient evidence of my liability under this guarantee.
9. A demand in writing shall be deemed to have been dully made me or my personal representative(s) by
sending the same by post addressing to me to my address indicated in this guarantee or any of my last
known address and shall be effective notwithstanding any change of address.
10. That if I fail to pay any outstanding amount owed to the SRD-TRINITY Sacco by the Borrower within the
agreed period the SRD TRINITY Sacco may take any legal action to recover this sum from me.
11. This guarantee shall remain in force as a continuing security until the loan, interest and costs if any are paid
in full.

I hereby declare and confirm that I fully understand this implication of being a guarantor and I confirm that I
shall pay any outstanding loan balance resulting from his failure.

SIGNED by the said

Full names:signature date.....

Tel: A/c No.....Title:

Town.....

Description of physical location

Village..... Parish.....Sub county.....

In the presence of (Sacco Officials)

Full Name: signatureLoans officer

RECEIVED FROM THE GUARANTEE FOR AND ON BEHALF OF SRD TRINITY SACCO on.....

Full name:signature Manager

SRD TRINITY SACCO P.O.BOX, 142 KASESE.

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THE REPUBLIC OF UGANDA.

SRD TRINITY CO-OPERATIVE SAVING & CREDITY SOCIETY LIMITED P.O.BOX. 142- KASESE

GUARANTEE AGREEMENT FORM (two)

THIS GUARANTEE AGREEMENT is issued thisday of year.....by:
Names..... of
(hereafter called "the Guarantor in favour of SRD- TRINITY Sacco Ltd of P.O. Box 142 Kasese and provided as follows;

12. I of Village..... Parish
..... Sub county District P.O. BoxTel:
Hereby issues the guarantee in favour of SRD- TRINITY Sacco.
13. I have given this guarantee IN CONSIDERATION of SRD TRINITY Sacco giving it to;
14. (borrower' name).....of village
parish sub county.....P.O. Box a loan
of Ushs:(inwords).....
15. at the interest rate of 2% per month payable inEqual monthly installment of Ushs:
per month.
16. In the event of the Borrower failing to repay the loan and interest covered by this guarantee, I shall pay
SRD Trinity Sacco a total amount covering the outstanding loan, interest and all expenses for the recovery
of this loan not later than 14days from the date of receiving a demand notice from SRD- TRINITY Sacco.
17. This guarantee will be in addition and without prejudice to any other security now or hereafter will be held
by the SRD- TRINITY Sacco from the Borrower.
18. I agree that SRD TRINITY Sacco shall be free to enforce its rights under this guarantee without affecting
or exhausting its rights against the Borrower for outstanding money
19. I agree the SRD TRINITY Sacco statement of the Borrower loan account with the SRD- TRINITY Sacco
shall be good and sufficient evidence of my liability under this guarantee.
20. A demand in writing shall be deemed to have been dully made me or my personal representative(s) by
sending the same by post addressing to me to my address indicated in this guarantee or any of my last
known address and shall be effective notwithstanding any change of address.
21. That if I fail to pay any outstanding amount owed to the SRD-TRINITY Sacco by the Borrower within the
agreed period the SRD TRINITY Sacco may take any legal action to recover this sum from me.
22. This guarantee shall remain in force as a continuing security until the loan, interest and costs if any are paid
in full.

I hereby declare and confirm that I fully understand this implication of being a guarantor and I confirm that I
shall pay any outstanding loan balance resulting from his failure.

SIGNED by the said

Full names:signature date.....

Tel:(1) Tel: (2) A/c No.....Title:

Description of physical location

Village..... Parish.....Sub county.....

In the presence of (Sacco Officials)

Full Name: signatureLoans officer

RECEIVED FROM THE GUARANTEE FOR AND ON BEHALF OF SRD TRINITY SACCO on.....

Full name:signature Manager