



SRD-TRINITY SACCO.

LOAN REQUIRMENT & CHECK LIST

SN	PARTICULARS	SUBMITTED	NOT SUBMITTED REMARKS
A	GROUP (Churches, Schools, church clubs & institutions)		
1	A written minute from the members with attendance list.		
2	Recommendation from Bishops office (church workers/ CHURCHES)		
3	Minimum of 20 shares equivalent to UGX. 400,000		
4	Application fee of UGX. 10,000		
5	25% of the loan amount requested should be on voluntary savings a/c.		
6	Active saver on the voluntary account for at least 3 months consecutively OR Bank statement for at least 3months from the previous bank		
7	Photocopies of ID'S of the entity/ group administrators		
8	Operational permit in case the loan is for business		
9	Loan ledger card for repeat client (provided by (Sacco accountant)		
10	A record of income and expenditure for previous month		
10	Audited financial report for the current year of the entity		
11	Certified Bills of Quantities, for construction purposed loan (where applicable)		
B	INDIVIDUAL LOAN REQUIREMENTS		
1	A handwritten application letter addressed to the manager		
2	Application fee of UGX. 20,000		
3	A written consent letter from the applicant spouse (filled on Form)		
4	Recommendation from the church administration (for church workers)		
5	Appointment/ recommendation letter from your administrator/current if applicable		
6	LC1 Recommendations (for Lay people) or filled in the form		
7	Local church pastor recommendation (for lay people)		
8	Business operational permit for business loan		
9	1 Passport size photo for the applicant		
10	Two (2) guarantors with accounts in the Sacco		
11	Photocopies of ID for both Guarantors, client's spouse and applicant		
12	Bank statement for at least 3 months from the previous banker		
13	Loan ledger card for repeated client (provided by loans officer)		
14	Original documents of your mortgage/ security		
15	Photographs of mortgaged item (both church minister & lay people)		

Singed by

verified by

Officer in charge. Tell phone:

Loans officer