



...Towards A Prosperous Future Together



MAKE OVER LOAN APPLICATION FORM

PERSONAL DETAILS

Applicant's full names		
Member No	Staff No.	ID./No.
Telephone Number	P.O. Box	
Applicant's employer	Station	
Department		

LOAN DETAILS

Loan Purpose	
Amount applied for (in figures)	in words
Name of the Payee (supplier)	
Repayment period	months

SECURITY (GUARANTORS)

S/ no	Full Names	ID Number	Signature

Provide atleast two guarantors

I agree to abide by the terms and obligations governing this loan .

Applicant s signature	Date
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For official use only

Recommendation by appraising officer

Amount	
Signature	Date

Approval

Amount	
Signature	Date

Acknowledgement of payment

I have received cheque number	Amount	ID No.
Signature	Date	

Terms and conditions

1. Interest is charged at 1.5%p.m on declining balance
2. Attach two most recent original pay slips
3. The cheque will be paid directly to the supplier of your choice
4. Maximum repayment period is 15 months
5. Mode of repayment is through check-off



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The procedure for make over loan application;

- (i) The member will identify the product and the supplier.
- (ii) They will both sign an agreement.
- (iii) The member will apply for the loan and attach the agreement/quotation.
- (iv) The society will evaluate and if the member qualifies loan will be granted.
- (v) The money will be disbursed via a cheque in the name of the supplier.
- (vi) The member will collect the items paid from the supplier.
- (vii) In some cases the society may be involved in identifying the credible suppliers.