



# CHASCO SACCO LIMITED

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## ONE MONTH ADVANCE REQUEST FORM

### A) APPLICANT PARTICULARS

Date.....

Name.....MNO/Payroll No.....

Zone.....Buying Centre..... Mobile No.....ID NO.....

M-wallet .....

### B) ADVANCE REQUEST

I request for advance of Kshs,.....in words.....  
against my delivered Tea kilograms of..... for the month of.....

### C) TERMS AND CONDITIONS FOR THE APPLICANT

1. Copy of ID of the applicant.
2. Copy of ID of the guarantor
3. Copy of green leaf receipt/Pay slip.

### D) GUARANTORS

|                                                              | Name of Guarantor | MNo. | Phone No. | ID No. | M-wallet | Sign |
|--------------------------------------------------------------|-------------------|------|-----------|--------|----------|------|
| 1.                                                           |                   |      |           |        |          |      |
| I the undersigned accept liability for repayment of advance. |                   |      |           |        |          |      |

This advance is recoverable at once at an interest rate of 10%. The processing fee for the loan form is ksh.100.  
I hereby confirm that I have read and understood the terms and conditions therein and append my signature herewith.

Name.....MNO/Payroll No..... Date.....Sign.....

**Witnessed by:** Name..... Date..... Sign.....

### E) OFFICIAL USE

The applicant has delivered..... Kgs of Green leaf X..... =Ksh.....Minus

Total monthly repayment loan..... Interest.....including Shares.....=Ksh.....

**Amount eligible for advance**.....

**Prepared and appraised by**.....Signature.....Date.....

We have appraised the above loan advance application:

Amount recommended in figures Kshs..... (in words).....

**Checked by** Credit officer Signature.....Date.....

Date to be recovered..... Amount recovered.....

**Verified and recommended by the CEO** Signature.....Date.....

### Internal Auditor

I have checked and verified that loan issued is in compliance with policies and procedures of the society

Signature: .....Date.....

**Paid by** Accountant/ Assistant Accountant Signature.....Date.....

### Approved by Credit committee

**Chairman**.....Signature.....Date.....

**Secretary**.....Signature.....Date.....

**Member**.....Signature.....Date.....