NAIROBI WATER REGULATED NWDT SACCO SOCIETY LIMITED

Partnering for Growth

LONG TERM LOAN APPLICATION AND AGREEMENT FORM

Form Ref: NRBWSCO/F002 Rev. 2026	**Loan No.**	

APPLICATION CHECKLIST *(tick each item before submitting)*

☐ Original form duly completed and signed	☐ Clear copy of National ID / Passport
☐ Certified copy of current payslip	☐ Guarantors' details, signatures & amounts (words and figures tally)
☐ HR / Payroll confirmation signed and stamped	☐ Applicant and witness signatures completed
☐ Original Title Deed / Logbook (where collateral is offered)	☐ Self-employed: 6 months' certified bank statement & income letter

IMPORTANT: Complete this form clearly and fully after reading and understanding the Lending Terms & Conditions. Do not make alterations or erasures. Defective or incomplete forms will be returned and treated as fresh applications on re-submission. Submit the signed form with all supporting documents at the Sacco office, Garden Chambers House, or by email to **info@nairobiwatersacco.co.ke**.

A. LOAN TYPE *(tick one product)*

Tick	Loan Product	Maximum Repayment Period	Period Applied (Months)	Refinancing?
☐	Normal 36	36 months		☐ Yes ☐ No
☐	Normal 48	48 months		☐ Yes ☐ No
☐	Normal 60	60 months		☐ Yes ☐ No
☐	Super Member	48 months		☐ Yes ☐ No
☐	Term Loan	72 months		☐ Yes ☐ No
☐	Jidrive/Miliki Gari	60 months		☐ Yes ☐ No
☐	Other (specify): ……			☐ Yes ☐ No

B. APPLICANT INFORMATION

Full Name			
Member No. | Payroll No.	Member No:	Payroll No:	
ID / Passport No. | KRA PIN	☐ ID ☐ Passport No:	KRA PIN:	
Mobile No. | Email	Mobile:	Email:	
Postal Address			
Physical Address	Town:	Estate:	Street / House No:

C. EMPLOYMENT / BUSINESS DETAILS

Employer			
Designation | Department	Designation:	Department:	
Duty Station | Retirement Date	Station:	Expected Retirement Date: …… / …… / ……	
Terms of Employment	☐ Permanent & Pensionable ☐ Contract ☐ Temporary ☐ Other: ……		
If on Contract	Contract Expiry Date: …… / …… / ……		
If Self-Employed	Business Type:	Years in Operation:	Monthly Income (KSh):

D. LOAN PARTICULARS

Amount Applied For	KSh (figures):	Amount in words:
Repayment	To be paid in …… equal monthly instalments of KSh.....plus applicable interest	
Current Deposits / Shares	KSh:	Monthly Deposit Contribution: KSh
Outstanding Loans	With the Sacco: KSh	With other institutions: KSh
Mode of Repayment	☐ Check-off ☐ Standing Order ☐ Direct Debit ☐ M-Pesa Paybill ☐ Salary Processing ☐ Net Sharing	
Security Offered	☐ Salary & terminal benefits ☐ Share deposits ☐ Guarantors ☐ Collateral ☐ Other: ……	

BANK ACCOUNT DETAILS (for disbursement)			
Bank Name		**Branch**	
Account Name		**Account No.**	

PURPOSE OF THE LOAN (use the codes in Appendix A)			
Sector	☐ Agriculture ☐ Trade ☐ Manufacturing & Services ☐ Education ☐ Health ☐ Land & Housing ☐ Finance & Investment ☐ Consumption & Social		
Codes	Classification Code:	Economic Sector Code:	Sub-sector Code:
Brief Description of Purpose			

E. EMPLOYER / HR CONFIRMATION *(to be completed by HR / Payroll office)*

Employee Name				
Payroll / Employee No.				
Designation | Department				
Employer | Duty Station				
HR Verification	☐ Employee details verified ☐ Employment confirmed ☐ Salary details verified			
HR Remarks			Official Stamp	
HR Officer	Name:	Designation:	Signature:	Date:

HR ACKNOWLEDGEMENT: *Subject to the rules and loan policy of the Society, I confirm that the above particulars have been checked against the employer's records, I support this application, and I will inform the Society should any circumstance change or should the loanee be dismissed or resign.*

F. AUTHORITY TO DEDUCT LOAN BALANCE FROM TERMINAL BENEFITS

In the event of my leaving employment with …… (hereinafter referred to as "the organisation"), I, ..., authorise the organisation to first apply my terminal payments to offset, as far as possible, any outstanding loans due and owing to Nairobi Water Sacco Society Ltd before paying the balance, if any, to me. I agree to indemnify and hold harmless the organisation, its trustees, officers, employees, agents, administrators, successors and assigns against any and all claims, causes of action, judgments, damages, losses, costs, expenses and demands arising out of or in connection with my participation in Nairobi Water Sacco Society Ltd, including any deductions from my salary authorised by me as borrower or guarantor.

Applicant Name:	Signature:	Date:

G. AUTHORITY TO ACCESS & PROCESS PERSONAL DATA / CRB

I authorise Nairobi Water Sacco Society Ltd to access my credit profile and process my personal data in line with the Data Protection Act, 2019, and authorise the Credit Reference Bureaus identified by the Board of Directors from time to time to deliver my credit report to the Society. I release the Society, the CRBs and their officers, employees and agents from all claims arising in connection with the lawful access and processing of my personal data, and I shall indemnify the Society against any loss arising from any claim brought by me or on my behalf as a result of such disclosure.

Applicant Name:	ID No:	Signature:	Date:

Loans to be offset / refinanced from this loan (if any):

Loan Type / No.	Outstanding Balance (KSh)	Applicant Signature
1.		
2.		
3.		

H. REPAYMENT GUARANTEE

NB: We, the undersigned members of Nairobi Water Sacco Society Ltd, acting as guarantors for …… for a loan of KSh …… (in words: ……..), confirm that we have read and understood all terms and conditions herein, and agree that: all our shares, deposits and interest held with the Society are pledged as security; in the event of default by the loanee, the Society is authorised to recover the outstanding balance, interest and costs from our pledged securities and salaries; we shall be jointly and severally liable for any outstanding amount in default; we shall be ineligible for new loans while repayments on the guaranteed loan remain in arrears; and that the loan amount in words and figures has been verified to tally — any alteration must be countersigned by all guarantors.

Name	Member No.	Id Number	Amt Guaranteed (In Figures)	Duty Station	Signature	Telephone

NAIROBI WATER REGULATED NWDT SACCO SOCIETY LIMITED

Partnering for Growth

I. COLLATERAL DETAILS *(complete only where collateral is offered)*

Type of Security	☐ Title Deed ☐ Motor Vehicle Logbook ☐ Other: ……	
Registration / Title No.		
Description of Property		
Location	County / Town:	Sub-location / Street:
Valuation	Market Value: KSh	Forced Sale Value: KSh
Is Property Charged?	☐ Yes ☐ No	If yes, Chargee:

J. LENDING TERMS & CONDITIONS

The following basic rules apply to this application. A loan will be granted only according to these rules, the Society's by-laws and loan policy, as varied by the Board of Directors from time to time.

1. The applicant must have been a contributor for a minimum period of **six (6) months** and have contributed the minimum share capital of **KSh 30,000.00**, subject to change from time to time.
2. A member may apply for a loan not exceeding **three (4) times** his/her deposits in Nairobi Water Sacco Society Ltd.
3. No member will be permitted to suffer total deductions (including savings, loan repayment and interest) in excess of **two-thirds (2/3) of his/her basic salary**.
4. The repayment period shall not exceed the maximum period for the loan product applied for, as set out in Section A, subject to change from time to time.
5. Guarantors must be members of the Society, must give both their ID and membership numbers, and must ensure the amounts in words and figures tally before signing.
6. No member shall guarantee more than **three (3) times** his/her deposits at any one time, or as may be determined from time to time.
7. The loanee undertakes to service the loan regularly without causing embarrassment to the guarantors.
8. In case of any default in repayment, the entire balance of the loan will immediately become due and payable at the discretion of the Board of Directors. All deposits owned by the member and any interest due to the member will be offset against the balance owed, and any remaining balance will be deducted from the member's salary and/or terminal benefits and from the guarantors. The member will be liable for all costs incurred in collecting the loan balance and accumulated interest.
9. Upon default, the Sacco shall dispose of any collateral offered as security to recover the amount defaulted.
10. No member may withdraw his/her deposits unless all loans are repaid and all loans guaranteed by him/her are cleared or replacement guarantors are provided.
11. A member who has non-performing loan(s) with other institutions is not eligible for a loan until he/she provides a CRB clearance certificate.
12. A member who has been guaranteed by a defaulter will not be eligible for a new loan, or to guarantee any new loan, until he/she provides a replacement for the defaulter.
13. Bulk clearance of loans is acceptable, but a fresh loan will be granted only after **two (2) months** from the date of bulk clearance.
14. Defective or incomplete loan applications returned to members and re-submitted after corrections will be treated as fresh applications.
15. On being granted a loan, the member shall not revise his/her monthly share contribution below **KSh 2,000.00** or the latest six months' average share contribution, whichever is less.
16. The loan application must be supported by a certified copy of the applicant's current payslip and a clear copy of the National ID. Members not in formal employment must attach a letter stating their income and a certified copy of six (6) months' bank statements.

K. LOAN AGREEMENT & DECLARATION

In consideration of the Sacco granting me the amount applied for, or such amount as is approved under the credit policy, I hereby declare and agree as follows:

1. The particulars given in this form are true to the best of my knowledge and belief, and I agree to abide by the by-laws of the Society, the loan policy and any variations made by the Board of Directors.
2. I am not a member of any other co-operative savings and credit society with similar objectives.
3. I agree to pay all charges, fees, rates, levies or taxes that are or may become payable on any asset offered as security, and I irrevocably authorise the Society to pay them on my behalf and add them to the amount owed by me.
4. The Society may use any information related to me to evaluate this application, may share it with credit reference agencies, and may lawfully disclose it to debt-recovery agencies, investigation agencies and law firms to recover any debt due from me, at the full expense of my account.
5. I consent to Nairobi Water Sacco engaging my current and future employers to recover any outstanding balances.
6. Should I leave the service of my present employer, any sum due to me from that employer may be used to the extent necessary to liquidate any outstanding loan balance.
7. I irrevocably authorise the Sacco to set off, at any time, all monies held by the Sacco against my indebtedness under this facility, now or in future, as per the Society's by-laws and policies.

I declare that I have READ, UNDERSTOOD AND COMPLIED with all the lending requirements in this form, and that the particulars I have given are true to the best of my belief.

Applicant	Name:	Signature:	Date:
Witness	Name:	Signature:	Date:

NAIROBI WATER REGULATED NWDT SACCO SOCIETY LIMITED

Partnering for Growth

L. SACCO APPRAISAL — *FOR OFFICIAL USE ONLY*

Total Deposits: KSh	Outstanding Loans: KSh	Loan Entitlement (3× deposits): KSh	Proposed Instalment: KSh
Basic Salary: KSh	Net Salary: KSh	Within 2/3 rule? ☐ Yes ☐ No	Guarantors adequate? ☐ Yes ☐ No
Comments			
Appraisal Officer	Name:	Signature:	Date:

M. CREDIT OFFICER

Recommendation	☐ Accepted ☐ Reduced ☐ Rejected		
Amount Recommended	KSh:	Repayment Period: …… months	
Comments			
Credit Officer	Name:	Signature:	Date:

N. CHIEF EXECUTIVE OFFICER

Decision	☐ Recommend to Credit Committee ☐ Reject		
Comments			
CEO	Name:	Signature:	Date:

O. CREDIT COMMITTEE

We have examined the above application in conjunction with the loan appraisal and decided as follows:

Decision	☐ Approved ☐ Deferred ☐ Rejected		
Amount Approved	KSh:	Recoverable in …… monthly instalments	
Reasons (if deferred / rejected)			
Minute No. | Date	Minute No:	Date:	
Chairman	Name:	Signature:	Date:
Secretary	Name:	Signature:	Date:
Member	Name:	Signature:	Date:

The Accountant is hereby requested and authorised to disburse the funds for the approved amount through the appropriate mode of payment.

P. FINANCE — PAYMENT VOUCHER

Payment Mode | Ref.	☐ Cheque ☐ M-Pesa ☐ EFT Ref No:		Date:
Amount	KSh:	In words:	
Payee Name			
Prepared By	Name:	Signature:	Date:
Authorised By	Name:	Signature:	Date:
Posted By	Name:	Signature:	Date: