

LOAN DOCUMENTATION CHECKLIST

PLEASE COMPLETE IN BLOCK LETTERS OR TICK (✓) APPROPRIATE BOX UNLESS OTHERWISE INDICATED

A. SAFARICOM STAFF & MEMBERS WITH COMMON BOND (CHECK OFF MEMBERS)	RECEIVED?
• Duly filled out loan application form (Pages 2,3 &4 must be signed)	<input type="checkbox"/>
• Copy of National ID	<input type="checkbox"/>
• Latest Certified Pay Slip	<input type="checkbox"/>
• Guarantor email confirmation or Loan Application sign off	<input type="checkbox"/>
• If Loan is secured or tangible security (<i>Refer to secured loan documentation</i>)	<input type="checkbox"/>

B. NON-CHECKOFF MEMBERS (MEMBERS WITHOUT COMMON BOND)	RECEIVED?
• Duly filled out Loan Application Form (Pages 2,3 &4 must be signed)	<input type="checkbox"/>
• Copy of National ID	<input type="checkbox"/>
• Latest three months Certified Pay Slips	<input type="checkbox"/>
• Latest six months Certified Bank Statements.	<input type="checkbox"/>
• Employers Letter of Introduction stating the terms of employment.	<input type="checkbox"/>
• Guarantor email confirmation or Loan Application sign off	<input type="checkbox"/>
• If Loan is secured or tangible security (<i>Refer to secured loan documentation</i>)	<input type="checkbox"/>
• Received External standing order (This is for loan repayment and must include the monthly contribution amount) also include bank charges for inter-bank transfers	<input type="checkbox"/>

C. INDIVIDUALS/ MEMBERS IN BUSINESS	RECEIVED?
• Duly filled out Loan Application Form (Pages 2,3 &4 must be signed)	<input type="checkbox"/>
• Copy of National ID	<input type="checkbox"/>
• Certificate of Incorporation /Business Registration Certificate	<input type="checkbox"/>
• CR12	<input type="checkbox"/>
• Board Resolution to borrow	<input type="checkbox"/>
• Latest Receipts/Invoices	<input type="checkbox"/>
• Latest six months Certified Bank Statements. (<i>one-year statement for schools</i>)	<input type="checkbox"/>
• Clear map to the Business Premises	<input type="checkbox"/>

• Business Visit Call Report	<input type="checkbox"/>
• Financial Analysis (attached Template)	<input type="checkbox"/>
• Received External Standing Order (<i>This is for loan repayment and must include the monthly contribution amount</i>) also include bank charges for inter-bank transfers	<input type="checkbox"/>
• Guarantor email confirmation or Loan Application sign off	<input type="checkbox"/>
• If Loan is Secured or tangible security (<i>Refer to secured loan documentation</i>)	<input type="checkbox"/>

D. CHAMA LOANS AND SELF-HELP GROUPS

RECEIVED?

• Duly filled out loan application form (<i>Pages 2,3 &4 must be signed</i>) All the Chama officials to sign the form. The application should clearly state the purpose for borrowing and proof of the same	<input type="checkbox"/>
• Copy of National ID for all the Chama officials	<input type="checkbox"/>
• Self-help group by-laws (<i>certified by the registrar of societies</i>).	<input type="checkbox"/>
• Certificate of registration with the registrar of the societies.	<input type="checkbox"/>
• Minutes documenting the resolution to borrow with QONA SACCO.	<input type="checkbox"/>
• Proof of Income (<i>depending on the nature of the business that they are running</i>).	<input type="checkbox"/>
• Latest 12 months Certified Bank Statements to verify the source of income. This will be the account that will be used to pay the loan.	<input type="checkbox"/>
• Guarantor email confirmation or Loan Application sign off	<input type="checkbox"/>
• If Loan is secured or tangible security (<i>Refer to secured loan documentation</i>)	<input type="checkbox"/>
• Clear map to the Business Premises	<input type="checkbox"/>
• Business Visit Call Report (<i>prepared by the visiting analyst</i>)	<input type="checkbox"/>
• Financial Analysis (<i>attached Template</i>)	<input type="checkbox"/>
• Received External standing order (<i>This is for loan repayment and must include the monthly contribution amount</i>) also include bank charges for inter-bank transfers	<input type="checkbox"/>

E. ASSET FINANCING (CAR LOANS) REQUIREMENTS

RECEIVED?

• KYC Depends on the individual category stated as above	<input type="checkbox"/>
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F. ADDITIONAL DOCUMENTS FOR ASSET FINANCING

RECEIVED?

• Valuation to done by AA KENYA or Regent Valuers, addressed to QONA SACCO.	<input type="checkbox"/>
• Sale Agreement/ Quotation from seller	<input type="checkbox"/>
• Deposit 20% in FOSA prior to loan processing	<input type="checkbox"/>

• Tracker installation by our service providers	<input type="checkbox"/>
• Comprehensive insurance cover to be set up.	<input type="checkbox"/>
• Motor Vehicle should be for private use and NOT PSV	<input type="checkbox"/>
• Joint registration of the logbook (<i>Done on Teams between members & QONA SACCO</i>)	<input type="checkbox"/>
• Motor Vehicle should not be more than 8 Years (<i>confirm on the logbook</i>)	<input type="checkbox"/>
• The Original logbook must be submitted to the SACCO.	<input type="checkbox"/>
• Letter of Undertaking to the vendor (<i>for purchases on private treaty</i>)	<input type="checkbox"/>
• Letter of Offer (<i>stating the security being used</i>)	<input type="checkbox"/>

G. ASSET FINANCE PRE-DRAW DOWN REQUIREMENTS

RECEIVED?

• Certificate of tracking	<input type="checkbox"/>
• The customer to obtain a comprehensive insurance cover with BIN noted as the first loss payee	<input type="checkbox"/>
• The vehicle to be jointly registered in the names of the borrower and the SACCO and the logbook deposited with the bank for the period the loan is running	<input type="checkbox"/>
• Mode of recovery in place as per the type of member.	<input type="checkbox"/>

H. MORTGAGE LOAN TERMS (USTAWI)

RECEIVED?

• KYC Depends on the individual category as stated above	<input type="checkbox"/>
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I. ADDITIONAL DOCUMENTS FOR USTAWI

RECEIVED?

• Copy of Title deed Or Sub-lease.	<input type="checkbox"/>
• Valuation report (<i>done by valuers in our panel</i>)	<input type="checkbox"/>
• Copy of Sale Agreement	<input type="checkbox"/>
• Deposit 10% in FOSA prior to Loan Processing	<input type="checkbox"/>
• Copy of Title Deed or Sub-lease.	<input type="checkbox"/>

J. USTAWI PRE-DRAW DOWN DOCUMENTATION

RECEIVED?

• Duly Registered Legal Charge	<input type="checkbox"/>
• Stamp Duty	<input type="checkbox"/>
• Loan Agreement	<input type="checkbox"/>
• Original Post Registration Search	<input type="checkbox"/>
• Original Valuation Report	<input type="checkbox"/>

SECURED LOAN DOCUMENTATION

K. LOAN SECURED BY MOTOR VEHICLE

RECEIVED?

• Valuation Report (<i>Valuation by AA KENYA or Regent Valuers, addressed to QONA SACCO.</i>)	<input type="checkbox"/>
• Financing is 50% of the motor vehicles' forced sale value. Private Motor Vehicles; NOT PSV	<input type="checkbox"/>
• Duly signed Chattels Mortgage.	<input type="checkbox"/>
• Copy of Original Logbook	<input type="checkbox"/>
• Pre-draw down requirements similar to Asset Finance	<input type="checkbox"/>

L. LOAN SECURED BY TITLE DEED

RECEIVED?

• Original valuation (<i>Done by Empaneled Valuers</i>)	<input type="checkbox"/>
• Copy of Title Deed	<input type="checkbox"/>