

**KENVERSITY CO-OPERATIVE SAVINGS  
AND CREDIT SOCIETY LIMITED  
OVERDRAFT APPLICATION FORM**

SERIAL NO.....

**I. PARTICULARS**

Name..... Kensa Account.....  
Membership No.....of work station..... In the Department/ Section.....  
PF/NO..... M/No..... do hereby apply for a overdraft loan of Kshs.....

(Amount in words).....

**II. UNDERTAKING**

I,..... Undertake to repay the overdraft within a period of ten months without failure and at an interest rate of 6% per month on reducing balance. I accept that default or delay in payment should attract a penalty charge of 5% per month over and above the 6% interest effected without further reference to me. I further undertake to abide by all the rules of this facility.

SIGN..... DATE.....

**III. REPAYMENT GUARANTEE**

We the undersigned guarantee repayment of the above and will be held jointly and severally liable for any costs incurred and any amount in default.

1. Name..... M/NO..... PF/NO..... Sign..... Date.....
1. Name..... M/NO..... PF/NO..... Sign..... Date.....

**IV. AUTHORITY TO FINANCE DEPARTMENT**

I ..... Hereby authorize the Finance Office, Kenyatta University to deduct Kshs..... per month and any other amount that may be in default from my salary with effect from.....(date) being payment towards Kenversity overdraft loan granted to me.

SIGN..... DATE.....

**V. FOR OFFICIAL USE ONLY**

Shares..... 3 times entitlement.....  
Less loan granted..... balance.....  
Other salary obligation..... Net Amount Available.....

**VI. ASSESSMENT**

- a) Gross salary Kshs.....
- b) Net salary Kshs.....
- c) Prepared by..... Signature..... Date.....
- d) Verified by the accountant..... Signature..... Date.....

e. Comments by the Manager .....  
Signature..... Date.....

f. Approval by Executive Committee Member/ Fosa Chairman.....  
Name..... Signature..... Date.....

g. Received Kshs..... (Amount in words).....  
Name..... ID/No.....  
Signature..... Date.....

**TERMS GOVERNING THE OVERDRAFT LOAN FACILITY**

1. Applicant must be a member of Kenversity Sacco and hold an active Kensa Account.
2. Application forms will be sold at a fee of Ssh. 48 only and a stamp duty of ksh. 2.
3. A copy of the receipt must be attached to the application form.
4. Maximum period for the repayment shall be 10 months from the date the overdraft is given at an interest rate of 6% per month on a reducing balance.
5. Any delay or default on payment shall attract a penalty of 5% over and above the 6% interest, which shall be deducted from the salary of the applicant or guarantor in a single installment.
6. To facilitate transactions the applicant will be required to submit a copy of the most recent pay slip (not a run) and a duly completed one application form in duplicate.
7. Any defaulted overdraft by a member who is no longer on the payroll shall be offset from the shares before recovery of any other debt due to the society.
8. Payment can also be made to Kenversity Sacco society Limited during working hours.
9. The overdraft loan facility shall be for amounts ranging between Kshs. 15000 and Kshs. 100000.