



**LOAN DOCUMENTATION CHECK LIST**

<b>SAFARICOM STAFF &amp; MEMBERS WITH COMMON BOND (CHECK OFF MEMBERS)</b>	RECEIVED
✓ Duly filled out loan application form (Pages 2,3 &4 must be signed)	
✓ Copy of national ID	
✓ Latest certified payslip	
✓ Guarantor email confirmation or loan application sign off	
✓ If Loan is secured oy tangible security refer to secured loan documentation	
<b>Non-Checkoff Members (MEMBERS WITHOUT COMMON BOND)</b>	
✓ Duly filled out loan application form (Pages 2,3 &4 must be signed)	
✓ Copy of national ID	
✓ Latest three months certified payslips	
✓ Latest six months certified bank statements.	
✓ <b>Employers letter of introduction stating the terms of employment.</b>	
✓ Guarantor email confirmation or loan application sign off	
✓ If Loan is secured oy tangible security refer to secured loan documentation	
✓ Received External standing order (This is for loan repayment and must include the monthly contribution amount) also include bank charges for inter-bank transfers	
<b>Individuals/ Members in Business</b>	
✓ Duly filled out loan application form (Pages 2,3 &4 must be signed)	
✓ Copy of national ID	
✓ Certificate of incorporation /Business registration certificate	
✓ CR12	
✓ Board resolution to borrow	
✓ Latest receipts/invoices	

✓ Latest six months certified bank statements. (one-year statement for schools)	
✓ Clear map to the business premises	
✓ Business visit call report	
✓ Financial analysis (attached Template)	
✓ Received External standing order (This is for loan repayment and must include the monthly contribution amount) also include bank charges for inter-bank transfers	
✓ Guarantor email confirmation or loan application sign off	
✓ If Loan is secured oy tangible security refer to secured loan documentation	
<b><u>CHAMA LOANS ANS SELF HELP GROUPS</u></b>	
✓ Duly filled out loan application form (Pages 2,3 &4 must be signed) All the Chama officials to sign the form. The application should clearly state the purpose for borrowing and proof of the same	
✓ Copy of national ID for all the Chama officials	
✓ Self-help group by-laws (certified by the registrar of societies).	
✓ Certificate of registration with the registrar of the societies.	
✓ Minutes documenting the resolution to borrow with Safaricom Sacco.	
✓ Poof of income (depending on the nature of business that they are running).	
✓ 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.	
✓ Guarantor email confirmation or loan application sign off	
✓ If Loan is secured oy tangible security refer to secured loan documentation	
✓ Clear map to the business premises	
✓ Business visit call report (prepared by the visiting analyst)	
✓ Financial analysis (attached Template)	
✓ Received External standing order (This is for loan repayment and must include the monthly contribution amount) also include bank charges for inter-bank transfers	
<b><u>ASSET FINANCING (CAR LOANS) REQUIREMETNS</u></b>	
✓ KYC Depends on the individual category stated as above	

<b>ADDITIONAL DOCUMENTS FOR ASSET FINANCING</b>	
➤ Valuation to done by <b>AA KENYA</b> or <b>Regent Valuers</b> , addressed to Safaricom Sacco.	
➤ Sale agreement/ quotation from seller ➤ Deposit 20% in Fosa prior to loan processing	
➤ Tracker installation by our service providers	
➤ Comprehensive insurance cover to be set up.	
➤ MV should be for private use and Not PSV	
➤ Joint registration of the logbook (Done on Teams between member& Safaricom Sacco)	
➤ Mv should not be more than 8 Years (confirm on the log book)	
➤ Original logbook must be submitted to the Sacco.	
➤ Letter of undertaking to the vendor (for purchases on private treaty)	
➤ Letter of offer (stating the security being used)	
<b>ASSET FINANCE PRE-DRAW DOWN REQUIREMENTS</b>	
➤ Certificate of tracking	
➤ The customer to obtain a comprehensive insurance cover with BIN noted as the first loss payee	
➤ The vehicle to be jointly registered in the names of the borrower and the SACCO and the log book deposited with the bank for the period the loan is running	
➤ Mode of recovery in place as per the type of member.	
<b><u>MORTGAGE LOAN TERMS (USTAWI):</u></b>	
✓ KYC Depends on the individual category as stated above	
<b>ADDITIONAL DOCUMENTS FOR USTAWI</b>	
✓ Copy of Title deed Or Sub-lease.	
✓ Valuation report (done by valuers in our panel)	
✓ Copy od sale agreement	
✓ Deposit 10% in Fosa prior to loan processing	
<b>USTAWI PRE-DRAW DOWN Documentation</b>	
➤ Duly registered legal charge	
➤ Stamp duty	
➤ Loan agreement	
➤ Original post registration search	
➤ Original valuation report	

<b>SECURED LOAN DOCUMENTATION</b>	
<b>LOAN SECURED BY MV</b>	
➤ Valuation REPORT (Valuation to done by <b>AA KENYA</b> or <b>Regent Valuers</b> , addressed to Safaricom Sacco.)	
➤ Financing is 50% of the motor vehicles' forced sale value. Private Motor vehicles and NOT PSV	
➤ Duly signed chattels mortgage.	
➤ Copy of Original Log book	
➤ Pre draw down requirements similar to Asset finance	
<b>LOAN SECURED BY TITLE DEED</b>	
➤ Original valuation (done by empanelled valuers)	
➤ Copy of title deed	
<b>NB: security documents should be registered in the Borrowers name</b>	