

## **LOAN APPLICATION FORM**

### **BIO DATA:**

Full Names:	Surname: _____ Other Names: _____
ID/PP Number:	Number: _____ Place of Issue: _____ Date of Issue: _____ <b>(First time applicants should attach a copy of their Identity Card or Passport)</b>
Date and Place of Birth:	
Employer's Name:	
Employee Payroll No.:	
Position in Company:	
Date Employed:	
Current status of Employment:	Permanent / Casual / Contract etc: _____ <b>(First time applicants should attach a copy of their appointment letter/contract)</b>
Residential Address <b>(Physical Only):</b>	Road: _____ Estate: _____ Hse. No.: _____
Mailing Address <b>(Personal Only):</b>	P.O. Box _____ Code: _____ City/Town: _____
Telephone Numbers:	Office: _____ Home: _____ Cell: _____
Email address:	
Marital Status:	Married <input type="checkbox"/> Single <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Other <input type="checkbox"/> <b>(Tick where applicable)</b>
Spouse Full Names & Occupation:	Name: _____ Occupation: _____
Spouse Tel Numbers:	Office: _____ Home: _____ Cell: _____
Number of Dependents:	
Bank Details:	Bank Name: _____ Branch: _____ Account No.: _____
Next of Kin:	Surname: _____ Other Names: _____
Next of Kin Tel Numbers:	Office: _____ Home: _____ Cell: _____
Next of Kin Address:	P.O. Box _____ Code: _____ City/Town: _____

### **LOAN DETAILS:**

Purpose of Loan:	
Name and address of Institution or person to whom payment should be made:	
Principal Loan Required (In KShs.):	
Number of instalments Required to Repay <b>(Maximum 6months):</b>	

**BUDGET PLANNER:**

<b>MONTHLY INCOME:</b>	
Gross Monthly Salary	
Net Monthly Salary after statutory and other deductions	
Spouses earnings after tax/deductions <b>(Attach supporting documents)</b>	
Other Income <b>(Attach supporting documents)</b>	
<b>TOTAL MONTHLY INCOME:</b>	
<b>MONTHLY EXPENDITURE:</b>	
Mortgage/Rent	
Other Loan repayment	
Insurance	
Other Outgoings (Food, Clothing, Fuel, .....etc)	
<b>TOTAL MONTHLY EXPENSES</b>	
<b>TOTAL SURPLUS INCOME</b>	

**APPLICANT'S DECLARATION:**

I hereby confirm that the information given hereabove is true and complete. I authorise InvesteQ CAPITAL Limited to make any searches or other enquiries in accordance with its normal procedures in connection with this application. I also confirm the payee details above and confirm that the proceeds of this Loan Application can be paid/remitted to the named payee on my behalf.

Signature of Applicant:

Confirmation of Employee's Details by Employer:

\_\_\_\_\_

Signature of Approving Officer

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Designation: \_\_\_\_\_

Date: \_\_\_\_\_

{Company rubber stamp}

**FOR OFFICIAL USE ONLY:**

Administration Fee @2.5% per Loan Agreement:	
Total Interest Charge @ 3% per month	
Total Loan plus Interest and Charges:	
Monthly Instalment Due:	
Monthly Instalment Start Date:	
Monthly Instalment End Date:	

**APPRAISAL COMMENTS / RECOMMENDATIONS:**

**DATE:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_ **SIGNATURE OF APPRAISING OFFICER:** \_\_\_\_\_

**APPRAISAL RECOMMENDATIONS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_ **SIGNATURE OF RECOMMENDING OFFICER:** \_\_\_\_\_

**APPROVAL AND COMMENTS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**DESIGNATION:** \_\_\_\_\_ **SIGNATURE OF APPRAISING OFFICER:** \_\_\_\_\_

**CHECKLIST: The following documents MUST be enclosed with the application (INCOMPLETE APPLICATION FORMS MAY BE DELAYED OR EVEN REJECTED)**

⌋	<b>Application form comprehensively completed</b>	⌋	<b>Application form countersigned by employer</b>
⌋	<b>3 months payslip: original or copy (Copy to be certified by employer)</b>	⌋	<b>Latest copy of Electricity/other Utility bill that confirms current residence</b>
⌋	<b>Appointment letter: original or copy (Copy to be certified by employer)</b>	⌋	<b>Loan Agreement Form duly signed</b>
⌋	<b>ID or Passport: original or copy (Copy to be certified by employer)</b>	⌋	<b>Instructions to deduct loan instalments from Payroll and/or Post dated cheques</b>
⌋	<b>Group Life insurance form duly completed and signed</b>	⌋	<b>Bank statements (last 6 months)</b>