



UMWALIMU SAVING AND CREDIT COOPERATIVE

P.O. Box 2257 Kigali, Rwanda
 Tel. : + 250 (0) 252580424 / (0) 252580426
 Fax : + 250 (0) 252580426
 E-mail: umwalimu.sacco@umwalimusacco.rw
 TIN/VAT: 101522783

EMERGENCY LOAN APPLICATION FORM AND LOAN AGREEMENT

PART A: LOAN REF. NO.....

MEMBER IDENTIFICATION	
Names	
Account N°	
ID/Passport N°	
Place of issue of ID	
Telephone N°	
E-mail address	
Date and Place of Birth	
Father's Names	
Mother's Names	
Marital Status	
Spouse's Names	
WORKING PLACE	
Name of School/Institution	
Village	
Cell	
Sector	
District	
Province	
HOME ADDRESS	
Village	
Cell	
Sector	
District	
Province	
DEMAND DETAILS	
Requested Amount	
Purpose/Motif	
Loan Duration	
Date of demande	
Signature	

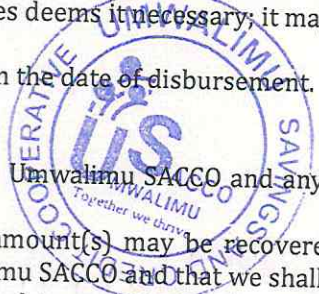


PART B: CONDITIONS FOR LOAN

1. Loan application form must be fully completed;

2. A copy of the identity card/passport of applicant and guarantors, in case it loss provide temporary personal ID card from Sector level having three months of validity, for foreigners provide updated copy of ID required for foreigners and updated working visa;
3. Share capital of 40,000Frw;
4. Salary passing on the member's account with Umwalimu SACCO at least 1month;
5. Amount approved may vary from amount applied subject to qualification after appraisal;
6. Monthly repayment takes 25% of the member's net salary in addition to 50% of the existing loan commitment. In case the member has no any other existing loan, the emergency loan can take the entire 75% of his/her net salary;
7. Maximum limit is a member's savings for emergency covered by member's savings and repayment capacity for emergency above member's savings ;
8. If amount requested is above the permanent savings, applicant to be granted by 3 UMWALIMU SACCO active members, for foreigners' members 3 guarantors are required and all should be Rwandese;
9. Any Emergency loan above Three Million Five Hundred Rwandan Francs , not covered by permanent saving, must be covered by physical collateral guaranty, and it must be registered by RDB;
10. Any Emergency loan above 5,000,000Frw should be approved by Credit department;
11. On disbursement, Three Hundred Fifty (300Frw) + VAT (18%) is charged from amount disbursed as application fees, 1.5% + VAT(18%) of amount approved of loan commission and 2% of loan protection fees for those approved a loan ≤500,000 Frw above this amount it requires life insurance for loan protection from insurance company;
12. The emergency loan can clear the outstanding on salary advance loan and likewise.
13. Repayable is in 12 months for primary and secondary teachers but cannot overpassing the academic year whereas for non-primary and secondary teachers can be taken any time;
14. Repayable is in 24 months for the emergency loan covered by the permanent savings;
15. No need for guarantors to any emergency loan covered by permanent savings;
16. Recommendation letters for the applicant and guarantors (Members) from school headmaster/ In charge of education in Sector for the case of headmaster for other members it required service certificate for those who request the emergency loan above their savings;
17. To the member with temporary job contract it depends to the remaining period of contract;
18. Job contract for non- public members and "final appointment letter" for public teachers members;
19. Applicable interest rate is 16% per annum declining interest;
20. During the month the loan is disbursed, the applicant/borrower will pay the interests of the remaining days to end the month. It can also be paid in advance by the consent of the two parties that make up this agreement, the early repayment will be comprises of the outstanding capital plus day interests;
21. The emergency loan to be renewed does not require the member to have paid up to a half of the facility. Even if he/she has paid a single installment the loan can be renewed so longer as the member benefits some positive amount to solve his/her problem;
22. In case of failure to pay emergency loan,UMWALIMU SACCO shall have the right to use the member's savings to clear the emergency loan and all incomes on account including terminal benefits;
23. In case the terminal benefits and savings fail to clear the loan and the member fails to pay by use of his/her other sources he/she will be sued in the courts of law;
24. In case the borrower does not comply with the repayment schedule she/he will be subject to a penalty of 4% per month from the first day on the delay applied to the installments in arrears and this can be changed by the Board of Directors;

25. The applicant/borrower gives authorization to UMWALIMU SACCO to debit her accounts where they are, the amount fixed on each due date. In addition, for the late maturity, the applicant/borrower allows all financial institutions to deliver to UMWALIMU SACCO, at the first request, the amount that they should have for him/her, including deposit, with or without term formality. The presentation of this contract equals to order given the applicant/borrower in favor of UMWALIMU SACCO;
26. All costs and fees resulting from this contract and any expenses incurred by UMWALIMU SACCO due to the implementation of the recovery of this credit are charged to the applicant/borrower and will be reimbursed by the applicant/borrower for the first request;
27. All disputes relating to the undertakings covered by this contract will be resolved by the consent of the parties; If one of the parties deems it necessary; it may bring the case before the competent Court;
28. This agreement is valid immediately from the date of disbursement.



PART C: COLLATERAL DETAILS

We pledge our saving and deposits with the UMWALIMU SACCO and any earnings with our current and future employer(s).

We further understand that the defaulted amount(s) may be recovered by an offset against our deposits and saving in UMWALIMU SACCO and that we shall not be eligible for loans unless the amount in default is equal to savings and deposits owned by the defaulter.

ACCOUNT NUMBER	NAMES	ID NUMBER	Phone number	AMOUNT GUARANTEED	SIGNATURE

PART D: DECLARATION LOAN APPLICANT

I.....of ID No.....here by declare that the particulars given in this application form are true to the best of my knowledge. In connection with this application and/or maintaining a credit facility with UMWALIMU SACCO, I authorize UMWALIMU SACCO to carry out the credit checks with or obtain my credit information from a Credit Reference Bureau/TransUnion. In the event of the account going into default, I consent to my name, transaction and default details being forwarded to TransUnion for listing. I acknowledge that this information may be used by banking institutions and other credit grantors in assessing applications for credit by me, associated companies, and supplementary account holders and for occasional debt tracing and fraud prevention purposes.

Signature.....Date.....



PART E: APPRAISAL

Appraisal by Credit Officer

This member qualifies forFrw(in figure)
.....(in word) recoverable in.....months atFrwPer month, on%
interest per annum (declining). The payment will start on, and
will close on

Name Credit Officer:.....Signature.....Date....

Comments (If any).....
.....

Appraisal by Branch Manager

This member qualifies for Frw.....(in
figure).....
(in word) recoverable in.....months at Frw.....Per month, on%
interest per annum (declining). The payment will start on, and
will close on

Name.....Signature..... Date:

Comments (If any).....
.....