BANK OF BARODA (K) LTD

**(Head Office: P. O. Box 30033 – 00100 GPO Nairobi, Kenya**)

Branch: Date:

## BARODA PERSONAL LOAN APPLICATION FORM

I/We wish to avail personal loan under Baroda Personal Loan Scheme and submit required information as follows: -

### PARTICULARS OF APPLICANT

#### Passport size photo

Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date of Birth

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| --- | --- | --- | --- | --- | --- | --- | --- |
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# Nationality: \_\_\_\_\_\_\_\_\_\_\_\_\_ PIN No.: \_\_\_\_\_\_\_\_\_\_\_\_\_ Day Month Year

Marital Status: Single/Married No. of Dependants: \_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No.: Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Residence: \_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_

E-mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Particulars of Bank Account: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Present Bank’s Account No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### EMPLOYMENT DETAILS

Name of Present Employer:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date employed

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Payroll No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Day Month Year

Employer’s Physical Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position Held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gross monthly salary:Kshs. \_\_\_\_\_\_\_\_\_\_\_\_\_ Net Monthly Salary: Kshs.\_\_\_\_\_\_\_\_\_\_\_

##### CREDIT DETAILS

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| --- | --- | --- | --- | --- | --- |
| **Bank Name** | **Branch** | **Type of Account** | **Account No.** | **OD/Loan amount outstanding** | **Monthly repayment** |
|  |  |  |  |  |  |
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##### DETAILS OF LOAN REQUIRED

Loan Amount Required: Kshs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed monthly repayment: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

##### PARTICULARS OF GUARANTOR

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

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ID No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tel No.: Office\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Residence: \_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **INSURANCE**

Please arrange to obtain insurance cover from the insurance company for my death & total permanent disability In accordance with Bank’s policy. Any monies from Insurance Company will be payable to Bank of Baroda (K) Ltd (Tick as appropriate)

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| --- |
|  |

I hereby authorize you to deduct any premiums payable towards such as insurance policy by debiting my account with you.

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Load the insurance premium amount to my Loan Account.

Notwithstanding the insurance cover provided, I understand and agree that I am personally liable to Bank of Baroda (K) Ltd for the credit facility, interest, insurance premium charges, fees and penalties.

**DECLARATION BY THE APPLICANT**

1. I hereby certify that all the particulars given by me are true and complete. I authorize you to make any enquiries, which you may consider necessary for confirmation of this for Credit Assessment. I have read the terms and conditions governing the grant of credit facilities and agree to be bound by the conditions of the facility now in force and as may be changed from time to time.
2. I understand that Bank reserves the right to decline my application without giving reasons.
3. I agree to repay the loan amount due under personal loan by equated monthly instalments.

(Tick whichever is applicable)

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|  |

I authorize you to debit my salary Saving Bank Account No. \_\_\_\_\_\_\_\_\_\_\_\_ with Kshs.\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |

I have authorized my employer M/s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to deduct my salary/terminal benefits and directly remit to you for credit of my loan Account.

Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**EMPLOYER’S CONSENT**

We confirm that the above named person is a bonafide employee of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and salary particulars indicated above are correct. We will remit monthly salary/loan instalment amount directly to Bank of Baroda (K) Ltd. We also confirm that we will not accept any instructions, which will result in a significant reduction of net salary advised to you.

Company’s name Authorised Signatory

Address Name

Stamp Designation

##### Enclosures

Copies of the following Documents:

1. ID/Alien Card.
2. Certified copy of PIN CARD issued by KRA.
3. Certified copies of last three months’ pay slips.
4. Passport & work permit (in case of expatriate borrowers)
5. Utility Bills (for proof of address)
6. Certified copies of last six months bank statement (in case of borrowers who are not customers).
7. Guarantor who is a customer to the bank and whose salary is remitted through to bank.
8. Guarantee of the employer as per out format.

**FOR BANK USE**

Date of receipt of application

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| --- | --- | --- | --- | --- | --- | --- | --- |
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Day Month Year

|  |  |
| --- | --- |
| Amount of Loan requested | Kshs. |
| Gross Salary (as per salary slip for the month of……….. | Kshs. |
| Total deductions | Kshs. |
| Net salary | Kshs. |
| Equated instalment of proposed loan | Kshs. |
| 60% of the Gross Salary including instalment of personal loan | Kshs. |

|  |  |
| --- | --- |
| Yes | No |

Applicant is Eligible under the scheme

(Tick whichever is applicable)

We confirm that I/We have verified all the original documents/papers, copies of which are enclosed with the application.

**Recommendation**

We may sanction personal loan of Kshs………………….under Baroda Personal Loan Scheme to Mr/Mrs/Dr/Miss ………………………………………….for a period of………………months.

DETAILS OF SANCTION

Amount of Loan sanctioned: Kshs\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rate of Interest: KBRR +10.50% with monthly rests. i.e. @ the rate of……

Repayment schedule: Loan of Kshs…………………… to be repaid in ……….

Months.

……………..equated monthly instalements of Kshs………

each and last instalment of Kshs…………………………..

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

Name of the Credit Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:

Place: **Sanctioned**

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