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UCSCS/F/RECOVERIES/001

## LOAN RESTRUCTURING (REPAYMENT VARIATION) FORM

**Important: This is a variation to and not a replacement of the existing loan agreement. Applicant to complete parts 1 and 2 only and submit to the SACCO for appraisal**

### PART 1 : PERSONAL & LOAN DETAILS

Member's Name ..... Member No ..... National ID No .....  
Payroll No ..... Cell Phone (Self) No ..... **Email** .....  
Current Postal Address: ..... **Physical Location:** County .....  
Sub-County ..... Location ..... Sub-Location ..... Village .....  
Outstanding Loan Type ..... Amount granted ..... Initial Scheduled Period ..... Months.  
Expected Repayment Rate (Kshs) ..... Outstanding Balance (Kshs) .....

### PART 2: APPLICATION FOR LOAN RESTRUCTURING MORATORIUM

**Reasons:** .....  
.....  
.....  
.....

**Proposed Repayment Plan:** Kshs ..... per month for ..... Months. **Other Remarks** .....  
.....

**Mandatory Supporting Particulars** - For loan granted based on employment income attach the latest pay slip and any other documentary proof for loss of employment or adverse change of terms beyond your control. For a business related loan, complete and submit the Business Declaration Form. The SACCO reserves the right to accept or reject the request regardless of the reasons and/or evidence provided.

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

### PART 3: STATUS OF CURRENT LOAN ACCOUNT: (To be completed by the SACCO)

Loan Type ..... Date Granted ..... Amount Granted .....  
Outstanding Balance Kshs (Figures) ..... (Words) .....  
..... (Attach certified statement).

Official Rubber Stamp & Signature: \_\_\_\_\_

**PART 4: AGREED WAY FORWARD** (To be completed by the SACCO in discussion with the Member)

Repayment Rate ..... From ..... To .....

Moratorium Terms ..... From ..... To .....

Loan Tenure extended by ..... Months.

**Other Terms:** .....

**Recommending Officer:** ..... **Member's Acceptance:** (Sign & Date) .....

**PART 5: REPAYMENT GUARANTEE** (Not mandatory unless loan term is extended by more than six months. Parts

**1 to 4 must first be completed and signed before Part 5)**

We/I the undersigned hereby;

- a) Give consent to the loan restructuring and/or moratorium arrangement.
- b) Accept jointly and severally liability of the repayment of the loan in the event of the borrower's default. We/I understand that the amount in default may be recovered by an equal offset against our deposits in the society or by attachment of our salary, property or any other benefits due to us and that we shall not be eligible for loans unless the amount in default has been cleared in full.

**Loan Guarantor(s):**

	Name	ID	Telephone No	Present Address	Signature
1					
2					
3					
4					
5					
6					
7					
8					

**PART 6: ENDORSEMENT BY BRANCH OFFICIAL**

Name & Sign: Chairman ..... Secretary ..... Treasurer .....

**FOR OFFICIAL USE ONLY**

**PART 7: APPROVAL FOR VARIED TERMS**

Approved By:

CEO / CREDIT MANAGER: Name, Signature & Date .....

**PART 8: REVISED TERMS EFFECTED IN THE MIS**

Old Loan S/No ..... New Loan S/No ..... (Where Applicable).

**Captured/Effectuated By:** Signature & Date ..... **Approved By:** Signature & Date .....