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PATNAS PLAZA
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FRONT OFFICE SERVICE ACTIVITY (FOSA)

S.NO:_____

APPLICATION FOR SALARY/ TEA PAYMENT ADVANCE

A. PERSONAL DETAILS (Attach ID Copy)

FOSA ACCOUNT NO. | | | | | | | | | | |

NAME OF THE APPLICANT_____

ID NO._____TEL.No. _____BUYING CENTRE NO_____

District_____Location_____Sub-location_____Village_____

Next of Kin_____ID NO._____Phone No._____

SOURCE OF INCOME (Tick where applicable)

KTDA ☐ Salary ☐ Pension ☐ Others ☐ Specify _____

B.ADVANCE APPLICATION AND PAYMENT

I am requesting you to advance my Account with Kshs _____. Amount in words

_____ to be recovered in full from my salary/tea proceeds from the next credit whichever comes first plus your charges. I undertake to indemnify the Sacco in full plus all incidental costs in case of default.

PURPOSE OF THE ADVANCE: _____

C.APPLICANT DECLARATION

I hereby declare that the above particulars are true to the best of my knowledge and I agree to abide by the bylaws and the policies of the society. And I will not divert /change /lease tea proceeds /salaries / my income until I clear the outstanding balance.

SIGNATURE _____**IDNO**_____**DATE**_____

Guarantors (To be filled by Active guarantors only with copy of their IDs)

NAME	BUYING CENTRE	A/C NO	ID. NO	PHONE NO.	SIGN

OFFICIAL USE ONLY

Section A.

A) Amount applied_____ c) Loan balance_____

B) Advance balance_____ d) Date received_____

C) Recoverable in **1 months** ☐ **2months** ☐ **3 months** ☐

Section B.

Financial analysis (To be filled by loan clerk)

INCOME	MONTH 1	2	3	GROSS AVERAGE PER MONTH.	LOAN STO	NET
Tea proceeds/Salary						

CREDIT OFFICER (Recommendation)

Amount (Kshs)_____ in Words _____

Name_____Signature_____ Date_____

APPROVALS

CREDIT MANAGER

Amount approved Kshs_____ in Words _____

Name_____ Signature_____ Date_____

ACCOUNTANT/CEO

Amount approved Kshs_____ in Words _____

Name_____ Signature_____ Date_____

ACCOUNTS ASSISTANT

Amount Posted Kshs_____ in Words _____

Name_____ Signature_____ Date_____