



Ministry of Public Service, Youth and Gender Affairs

LPO FINANCING LOAN APPLICATION FORM

This form is to be completed in Triplicate, (Original to be sent to the regional office for on-ward forwarding to Head Office and copy each for the Regional Office and the applicant).

Date received from constituency:...../...../..... Date Approved at Region:/...../..... Date sent to HQ:/...../.....

Region: _____ County: _____ Constituency: _____

Company/Business name _____ Mobile No _____

Date _____ Box _____ Code _____ City _____

The CEO,

Dear sir/Madam,

I/We request you to finance me/us Kshs. (in words)

Against the following LPOs of Kshs. (in words)

The Amount including administration fee will be paid within days and will be secured by

Security Description

..... value

Security Description

..... value

Security Description

..... value

LPO NO. of Kshs. Company

LPO NO. of Kshs. Company

LPO NO. of Kshs. Company

We undertake to indemnify WOMEN ENTERPRISE FUND in full inclusive of all penalties in the event of any of LPOs are not paid for any reason and at the same time all the proceeds/payment will be done in favour of the Women Enterprise Fund.

I/we are located atBuilding Floor Street
..... Town

Residence (Attach map of the place of residence)

THREE REFEREES

Name Tel. No

Residence

Name Tel. No

Residence

Name Tel. No

Residence

My/Our account details are as follows;(Customer to open an account with KCB Bank for purpose of receipt of LPO proceeds and that the Fund shall set off the loan against the proceeds and release the difference to the borrower)

Account Name.....

KCB Bank Branch Account No

Branch CodeBank Code.....Swift Code.....

Yours faithfully,

1. Name DOB ID NO

Sign..... Date

2. Name DOB ID NO

Sign..... Date

3. Name DOB ID NO

Sign..... Date

(Seal incase of a Ltd Co.)

FOR OFFICIAL USE ONLY

Approved/Rejected Comments	Approved/Rejected Comments	Approved/Rejected Comments (amounts Above Kshs 2Million)
Region	Head Office	Management
1	1	1
2	2	2
3	3	3
Date	Date	Date
LPO Limit.....	Security.....	Previous LPOs Financed
Outstanding.....	Total Amount.....	1
Available.....	Amount Utilised.....	2
	Un utilised Amount:.....	3
		4

CHECK-LIST OF LOAN REQUIREMENTS

- i. Copy of LPO being financed
- ii. Fully completed loan application form
- iii. Copies of National IDs and PIN Certificate for all borrowers, and company incase of a Limited company
- iv. Two most recent passport sized photographs
- v. Business/company registration certificates,
- vi. Bank statements for the last 6 months
- vii. Copies of proposed securities and recent valuation report
- viii. Resolution to borrow in case of a Limited Company capturing amount, purpose, payment period and security offered (must be sealed)
- ix. Borrower's directors'/personal guarantee (if company)
- x. Customer account details form-must be KCB account (sealed incase of Ltd co.)
- xi. Cr 12 incase of a Ltd company
- xii. Articles and Memorandum of Association
- xiii. Audited accounts for the last 3 years for companies
- xiv. Copy of AGPO certificate
- xv. Copy of CRB clearance and report
- xvi. Sketch map to business premises/residence (project visit report in case of construction)

I, Mr./ Mrs. /Ms.....RCC/RCO.....Region, confirm that all the documents are attached and relevant information captured.

Signed.....Date:...../...../20....