



(Rev. April 2018)

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

Account Name.....

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

<p>Recommended/Rejected Comments</p> <p>Region</p> <p>1</p> <p>2</p> <p>3</p> <p>Date.....</p>	<p>Approved/Rejected Comments</p> <p>Head Office Loans Committee</p> <p>1</p> <p>2</p> <p>3</p> <p>4</p> <p>5</p> <p>6</p> <p>Date.....</p>
<p>LPO Amount.....</p> <p>Loan Amount.....</p> <p>Outstanding Loan Amount.....</p>	<p>Approved Loan Amount</p> <p>Net Amount.....</p> <p>Security Coverage Amount.....</p> <p>Date</p>

CHECK-LIST OF LOAN REQUIREMENTS

- 1) Copy of LPO being financed
- 2) Fully completed loan application form
- 3) Copies of National IDs and PIN Certificate for all borrowers, and company in case of a Limited company
- 4) Two most recent passport sized photographs
- 5) Business/Company registration certificates
- 6) Certified Bank statements for the last 6months
- 7) Copies of proposed securities and recent valuation report (Motor Vehicles should be comprehensively insured)
- 8) Resolution to borrow in case of a Limited Company capturing the Amount, Purpose, Payment period and Security offered (Must be Sealed)
- 9) Borrower's personal guarantee/ directors' (if Company)
- 10) Customer account details (Sealed in case of a Limited Company)
- 11) Cr 12 in case of a Ltd Company
- 12) Articles of Memorandum of Association
- 13) Audited accounts for the last 3 years for companies
- 14) Detailed current CRB report & clearance certificate
- 15) Copy of AGPO certificate
- 16) Sketch map to business premises/residence (Project visit report in case of construction)

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

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