



LAIKIPIA COUNTY ENTERPRISE FUND LOAN SCHEME



TRADERS LOAN APPLICATION FORM

BARUA YA MKOPO KWA WAFANYI BIASHARA

- Names, addresses and signatures of two guarantors.

Majina ,anwani na sahihi za wathamini wawili

1. Name and Address.....

Email address..... Telephone Number.....

Signature.....

2. Name and Address.....

Email address..... Telephone Number.....

Signature.....

I understand that –

- If I am granted a loan I must continue to maintain acceptable books of accounts: and that all the facts given above will be verified at my place of business and that my application will be rejected outright if I have given any false information.

Date

Signature of Applicant

Naelewa hivi-

- nikipatiwamkoponilazimakuendeleakuwekavatabuvyahesabuvinyokubaliwa; na
- maelezo yote yalioandikwa hapa juu yatakaguliwa katika biashara yangu, nahivyobaruayanguyamkopoinawezakukataliwakabisaikiwanimeandikamaelezo ya uwongo.

Tarehe.....

Sahihi ya Muombaji

N.B - If there is insufficient space on this form to answer all the questions fully, an additional plain sheet should be used.

Iwaponafasiyakujibumaswalikamilindaniyabaruahiinindogokaratasinyingineinawezakutumiwaili maswaliyoteyajibiwe.

FOR OFFICIAL USE ONLY RECOMMENDATIONS

CDA.....

Fund manager

Amount recommended Kshs.....

Name.....

Date.....

Board's Recommendation

Amount approved.....

Signatories 1. Chairman.....

2. Secretary.....

Terms and Conditions

REQUIREMENTS

- A duly filled in application form.
- Photocopy of ID both for applicants and guarantors.
- Evidence that business is based and operational at the Laikipia County(License)
- Length of time the business has been in existence.
- Bank account statement for 6 months.
- List of charged collaterals with applicants and guarantors from the advocate.

A. PERSONAL PARTICULARS MAELEZO KUHUSU MUOMBAJI

- Full name of applicant/s (BLOCK LETTERS).....

Jina kamili la Muombaji/Waombaji

- Applicants details

I.D. Number and Phone No.)

Namba ya/za Kitambulisho

(Home District)

District

Location

Wilaya..... Mtaa.....

Sub county..... Ward.....

Sub-Location

Kijiji.....

Chief

Sub-Chief

Chifu..... Chifu-Mdogo.....

- Next of Kin

Murithi

- Postal Address.

Anwani ya Post.....

Email address

Baruapepe.....

Telephone No

Nambari ya Simu.....

Level of education

Kiwangocha elimu

- Have you received any business or technical training? Give details.

Umepata elimu yoyote ya kibiashara au ujuzi mwingine wowote wa biashara? Andika

maelezo kamili

- For how long have you been in business?

Umekuwa kwa biashara kwa muda gani?

- Are you in paid employment?

Unayo kazi nyingine unayolipwa mshahara?.....

- Other sources of income

Mapato mengine ya kifedha

(B) BUSINESS DETAILS

MAELEZO YA BIASHARA

- Name of Business.....

- Physical Address of business:-

Anwani ya biashara:-.....

Plot Number

Namba ya Puloti

Market or Road District

Soko au Njia Wilaya

3. Legal status(Registered or unregistered)

Biashara imeandikishwa au haijaandikishwa.....

4. Form of Business (Sole proprietor, Partnership or Limited company) Give details

Biashara ni yako mwenyewe au umeshirikana na wengine; andika maelezo

Name, address and occupation of each partner.

Jina, anwani na kazi ya kila mshirika.....

5. Nature of trade or business carried on/proposed by applicant.

Aina ya biashara au kazi unayoendesha/unayotumaini kuanzisha.....

6. How long has the business been in operation?

Biashara uliyonayo imedumu kwa muda gani?.....

7. Number of employees regularly engaged by the business.

Kwa kawaida biashara huwa inaajiri watumishi wangapi

8. Average sales per month

Mauzo ya kila mwezi.....

9. Average business expenses per month

Garama ya biashara ya kila mwezi.....

10. What is the business's monthly profit

Faida ya biashara ya kila mwezi.....

11. What is the value of the saleable stock.

Thamani ya bidhaa iliyo kwa biashara.....

12. Do you own the building in which you conducts the business or is it rented?

Mjengo wa biashara ni mali yako au umekodisha?

13. If the business premises are rented state:-Name and address of the owner of the pemises.

Ikiwa umekondi wa mjengo, andika Jina na anwani ya mwenye

mjengo.....

Monthly rent payable.

Malipo ya kilamwezi

14. a) What books of account does the applicant keep.

Muombaji huandika vitabu gani vya hesabu.....

b) Do you keep the books yourself?

Hujiandikia vitabu mwenyewe.....

15. Do you have a business bank account? Give details

Biashara yako iko na akaunti ya benki

16. Total debts:-

Jumla ya madeni ambayo unadiwawakatiwakujazabaruaahiiyamaombi

Private.

Business.

Binafsi..... Biashara.....

C. LOAN DETAILS

MAELEZO KUHUSU MKOPO

2. Amount of loan required Sh.

Kiwango cha mkopo Kinachohitaji Sh.....

3. What is the purpose of the loan if granted? (give full details)

Madhumuni ya mkopo(Toa maelezo kamili).....

4. What security will you offer

Utatoa thamana gani

SECURITY /COLLATERAL DETAILS

Kindly list all the securities,giving a detailed description and serial numbers where applicable.

NOTE

1.Where holder of the security is not the applicant,one of the guarantors must be a holder of security.Applicant may use parents items as security provide the parent is one of the guarantors.

2.Security items may include household items and/or business assests, insuarance policy and farm animals may be used.

3.Asset financed will be used as collateral

NO	Description of item	Serial number(where applicable)	Value(kshs)
1.			
2.			
3.			
4.			
5.			
6.			
7.			

TOTAL LIQUIDATION VALUE.....

Witnessed by CDA:

Name.....signature.....date.....

I declare that all information provided as part of the application conforms to reality and assume full responsibility for its accuracy. By my signature,I hereby authorize collection of refences, from any other source whatsoever, concerning my person,conduct and commercial credit.I further authorize the issuance of reports regarding my credit history to LCEDF board.

Name (Applicant).....Signature.....

Name (Guarantor).....Signature.....

Name (Guarantor).....Signature.....

Dated.....

5. Have you applied for or received a loan from any other source during the past two years? Umepata kuomba au kupata mkopo mahali pengine popote kwa miaka miwili iliopita.....