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BUSINESS DECLARATION FORM

This declaration shall constitute a requirement at the discretion of the Society for appraisal of a requested credit facility or for appraisal of a business-based loan restructuring request.

PART 1: MEMBER'S PERSONAL DETAILS

Member's Name : Prof/Dr/Mr/Mrs/Ms ID/PP No

Date of Birth KRA Pin Mobile Tel

Postal Address: Current Home

Place of Birth: County Sub-County

Location Sub-Location Village

Physical Current Residential Address

If Employed: Name of Employer P.O. Box

Employer Tel No Designation P/No

Current Work Station P.O Box Town

Terms of Service - Permanent/Temp/Contract Contract Expiry/Retirement Date

Immediate former Employer: Name Payroll No

Home: Owned, Rented or Other (Specify) Resident Since

Education Level No of Years in Employment :

Spouse: Name - Prof/Dr/Mr/Mrs/Ms Mobile Tel

Year or Birth: ID NO: KRA PIN

Spouse's Level of Education:

Spouse's Current Employer: P.O.Box Town

PART 2: BUSINESS DETAILS (Where Loan is to be serviced through Business Income)

Name of the Business Registration No
Date Registered/Incorporated.....
P.O. Box Code Town OfficeTel
Mobile No Registered Office & Physical Location:
Website Office Email Address
Contact Person: Prof/Dr/Mr/Mrs/Ms Mobile No
Nature of Business:
Place of Business (Business Location)
Average Turnover p.m (Kshs) Current Stock Levels (if any)

PART 3: ATTACH COPIES OF THE FOLLOWING WHERE APPLICABLE

- a) Personal: ID, KRA PIN and Tax Compliance Certificate. Also attach Spouse ID and KRA PIN.
- b) Business: Registration Certificate.
- c) If it is a Company, attach Current CR12 and Tax Compliance Certificate.
- d) Latest accounts or recordings, Companies to give audited accounts.
- e) Current business license/permit if any.
- f) Six months’ Bank statements at Apstar SACCO **OR** 3 months at Apstar SACCO plus 3 months external.
- g) Pay Slip if Employed.
- h) A sketch map/direction of the business location.
- i) Additional Information in case of Rental Income;
 - i. Proof of regular rental income
 - ii. Proof of ownership of the rental units
 - iii. Copy of Agency Contract (if any)
 - iv. Latest Electricity /Water Bill for the property
 - v. Property Search Report stamped by authorized mandate.

PART 4: DECLARATION BY LOAN APPLICANT:

I hereby declare that the foregoing particulars are true to the best of my knowledge and belief and agree to abide by the by-laws of the society and all relevant laws and regulations. I authorize the Society to make any necessary inquiries in connection with the above information.

Signature **Date**