




# Pre-Approval Loan Checklist

To facilitate a smooth and efficient loan approval process, kindly ensure you have the following documents and information ready:


Personal items		TICK 
<b>Recent Stamped Payslip</b>	For the most recent 3 months, stamped and certified by your employer.	
<b>National ID</b>	A valid and up-to-date national ID or passport.	
<b>Employment Documents:</b>	Contract: A copy of your employment contract.	
	Offer Letter: A copy of your employment offer letter	
<b>Banking information</b>	Account Details: the name of the account, name of the bank, and the branch.	
	Telephone Number: & registered name	
<b>Standing Order from Your Bank (for Ex-Staff Members)</b>		
<b>Extra collateral <math>\geq 15m</math> (Land title, post dated cheque, car log book)</b>		

Shareholders Name \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

## FOR OFFICIAL USE TO BE FILLED BY SACCO ADMINSTRATOR

# Approval Loan Checklist

This is to verify the application for the loan

Personal items		TICK 
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<b>Extra collateral <math>\geq 15m</math> (Land title, post dated cheque, car log book)</b>		

SACCO Admin \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_