KONGA MICROFINANCE

GROUP POWER LOAN
LOAN APPLICATION FORM

Section 1: Application and Branch Details

Select the originating branch

☐ Windhoek ☐ Ondangwa ☐ Oshakati ☐ Oshikango ☐ Rundu

Name of applicant: _____ KM System ID no.: _____

Name of group: _____

Section 2: Personal Details of Applicant

First name(s): _____

Surname: _____ Gender: ☐ Female ☐ Male

Namibian ID no.: _____

Attach a certified copy of the applicant's identity document

Residential address: _____

Postal address: _____

Mobile no.: _____ Telephone no.: _____

Applicant / Group Contact

Alternative contact: _____ Email address: _____

Role within group: _____

Preferred contact method

☐ Mobile ☐ Telephone ☐ Email

Section 3: Employment Details

Name of employer: _____

Physical address: _____

Postal address: _____ Telephone: _____

Current position: _____ Fax: _____

Net salary per month N$: _____ Payroll no.: _____

Name of supervisor: _____

Attach recent proof of income where applicable.

Section 4: Business Details

Name of business: _____

Physical address: _____

Constituency: _____ Region: _____

Type of Business ☐ Construction ☐ Manufacturing / Production ☐ Retail ☐ Services ☐ Other

If other, specify: _____

Years in business: _____ No. of employees: _____

Brief description of business activities:

_____

Section 5: Details of Loan Applied For

Loan amount requested N$: Duration:

Loan purpose / utilisation breakdown:

Affordable monthly repayment N$:

Applicant Declaration

I declare that the information I have given is true and correct and hereby give KONGA Microfinance the right to register me as a customer on their database and to conduct a credit bureau check. This application together with the Loan Approval Form (which is issued to successful applicants after approval of their loan), constitute an agreement between me and KONGA Microfinance. If this application is approved, KONGA Microfinance is also entitled to provide details of the manner in which I conduct my account to the credit bureau(x).

Applicant name: Signature: Date:

Section 9: Credit Life Assurance

I have been informed of the benefit of having the life assurance cover, that I have a free choice in respect of the registered insurer through whom I can insure the credit extended to me by KONGA Microfinance (Pty) Ltd.

☐ 9.1. I hereby undertake to cede a suitable policy to KONGA Microfinance before approval of the loan term sheet. Should I/we be unable to do so before term sheet generation, KONGA Microfinance may arrange an appropriate life assurance cover on my/our behalf.

☐ 9.2. I do not have any preference in terms of the aforementioned and hereby authorise KONGA Microfinance to arrange life cover on my behalf.

9.2.1. I wish to cede the benefits in terms of the Momentum Metropolitan Namibia Limited Policy to KONGA Microfinance as security for any liability I may have to KONGA Microfinance in terms of my loan.

9.2.2. I understand that the cover by the Momentum Metropolitan Namibia Limited Policy are for death, permanent or temporary disability.

9.2.3. I understand that certain cover in terms of this policy will decrease over the period of the loan and will lapse at the end of the loan term.

9.2.4. I declare that the above cover was taken out voluntarily by me and that it has not been made a condition of granting the loan.

Applicant name: Signature: Date:

Section 7: Approval by Group Board

Name	Signature

Loan amount recommended by Group Board N$:

Remarks by Group Board:

Officer name: Signature: Date:

Section 8: Prior Credit History with KONGA Microfinance

Loan	Amount N$	Date disbursed	Date repaid
1st loan			
2nd loan			
3rd loan			
4th loan			

Current value of CSB N$:

Additional credit history details:

Completeness Checklist

Required Documents to Support Application

- ☐ Applicant identity document
- ☐ Quotation(s), where applicable
- ☐ Guarantor identity document
- ☐ Applicant bank statement
- ☐ Loan utilisation breakdown
- ☐ Guarantor bank statement

Eligibility Check by Group Loan Officer

Applicant is above 18 and below 65 years old	☐ Yes	☐ No
Applicant has been in business for more than 12 months	☐ Yes	☐ No
Applicant's business exists and has been verified	☐ Yes	☐ No
Applicant's identity document has been verified	☐ Yes	☐ No

Group Loan Officer:

Section 9: Review of Application by Loan Officer

Application is accepted: ☐ Yes ☐ No Recommended N$:

☐ Affordability doubtful ☐ Viability of business doubtful

Credit check: ☐ Clean ☐ Negative

If negative, provide details:

☐ Applicant did not respond in time ☐ Applicant did not provide full information

☐ Loan repayment history not satisfactory

Remarks by Group Loan Officer:

Applicant name: Signature: Date:

Section 10: Review of Application by Branch Supervisor

Application is recommended: ☐ Yes ☐ No Amount N$:

☐ Applicant should be informed that the application has been approved

☐ Applicant should be informed that the application has been declined

Supervisor: Signature: Date:

For Konga Microfinance Office Use Only

Receipt and Committee Routing

Received at originating office: _____ Date stamp: _____

Received at Head Office: _____ Date stamp: _____

Tabled to Branch Credit Committee

1st submission: _____

2nd submission: _____

3rd submission: _____

Tabled to Credit Committee

1st submission: _____

2nd submission: _____

3rd submission: _____

System and Credit Checks

- ☐ ITC / Credit info
- ☐ Identity documents verified
- ☐ Entered CBS
- ☐ Supporting documents complete

Processed by: _____ Date: _____

Application Processing Notes

Outstanding documents / follow-up required:

Final processing note:

Konga Microfinance Contact and Registration Details

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