

**LOAN APPLICATION FORM**

**Appendix 3**

This is official Tourism Finance Corporation Loan application form, which must be completed in full and all supporting documents attached. An application in the name of a limited company will be dealt with in accordance with laws governing borrowing by such entities.

**A) COMPANY DETAILS**

Registered Name of Company.....  
 Trading Name.....  
 P.I.N Number..... Authorized Capital.....  
 Paid up capital..... Certificate of incorporation No.....  
 Date of Registration.....  
 Nature of Business.....

**B) CLIENTS PERSONAL INFORMATION (For Individual& Sole proprietorship)**

Applicants Name (Mr/Mrs/Miss/Dr/Prof) .....  
 National ID/Passport No..... Date of Birth.....  
 Marital Status..... Nationality.....  
 Date of Birth..... Next of Kin.....

**Address**

Physical address..... Postal Address.....  
 E-mail..... Tel. No..... Mobile No.....  
 Type of business.....

**C) LOAN PARTICULARS**

Amount applied for.....purpose.....  
 Cost of project Ksh..... Own contribution.....  
 Repayment period..... Monthly installment Kshs.....  
 Purpose.....

.....[Purchase, Construction, Hotel Refurbishing, Curios and Handicrafts, Tour Vehicles, End Finance and Others (Please Specify)]

<u>Name of Shareholders</u>	<u>No. of Shares held</u>	<u>% of shares held by shareholders.</u>
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

**D) Guarantors**

<u>Name</u>	<u>ID No.</u>	<u>Address</u>
1. ....	.....	.....
2. ....	.....	.....
3. ....	.....	.....

**E) Particulars of Directors**

**1<sup>st</sup> Director**

Name..... Nationality.....  
 Date of birth..... Physicaladdress.....  
 Telephone..... Mobile phone.....  
 E-mail..... Profession.....  
 .....

**2<sup>nd</sup> Director**

Name..... Nationality.....  
 Date of birth..... Physicaladdress.....  
 Telephone..... Mobile phone.....  
 E-mail..... Profession.....  
 .....

**3<sup>rd</sup> Director**

Name..... Nationality.....  
 Date of birth..... Physical address.....  
 Telephone..... Mobile phone.....  
 E-mail..... Profession.....  
 .....

**4<sup>th</sup> Director**

Name..... Nationality.....  
 Date of birth..... Physical address.....  
 Telephone..... Mobile phone.....  
 E-mail..... Profession.....

**F) BANKING DETAILS**

Name of Bank	Branch	Account Number	Status Dr/Cr

**G) LOANS IN OTHER BANKS/FINANCIAL INSTITUTION**

Name of Bank	Amount advanced	Date advanced	Repayment Period	Monthly installment	Outstanding Amount

**H) Particulars of the property to be mortgaged**

1. Plot No. of the property.....
2. Purchase Price.....
3. Is the property Freehold or Leasehold.....
4. If Leasehold, state the term of years un-expired and annual rent.....  
 .....
5. Is the property mortgaged anywhere else?.....



# TOURISM FINANCE CORPORATION

6. Where are the Title deeds?.....
7. The Title Deed is in whose Name? .....
8. Indicate the nearest Township, Municipality or Trading Centre.....

**D) To facilitate processing of this application kindly furnish the Corporation with the following items**

1. Feasibility study report.
2. Certified copy of Certificates of Incorporation.
3. Certified copy of Memorandum and Article of Association.
4. Director's Resolution authorizing the borrowing prior to the draw down.
5. Director's personal guarantees prior to the draw down.
6. Certified copies of the company's audited accounts and Bank statements for the last 3 years.

**For Construction Cases**

1. Approved building plans.
2. Approved structural drawings.
3. NEMA Approval
4. Priced bills of Quantity.

**J) Your application will be considered on the following terms.**

1. That the acceptance of a fee does not place an obligation to on the company to lend you money.
2. The corporation will, at your expense, insure your life and the mortgage property during the life of the mortgage.
3. The corporation will inform the advocates to prepare mortgage deed at your cost. I addition, you will be required to meet the legal costs and other disbursements in connection with the charge and transfer of property. Such fees are paid directly to the corporation's Advocate.
4. The corporation expects you to carry out a valuation of the pledged security at your cost using any of the Valuers on the corporation's panel.
5. The fees payable to the corporation are application fees, approval fees and commitment fees are not refundable.



**K) CRB CONSENT**

By entering into this agreement, I authorize Tourism Finance Corporation to access and query my credit information from any of the licensed CRBs and to receive credit reports/scores from any of the licensed CRBs on my behalf. This is in order to assess my credit worthiness, wherever and whenever I apply for a new facility and during the persistence of such facilities. This will enable the Tourism Finance Corporation to accomplish its objectives and to enforce its rights under this agreement. I further consent to my credit information being shared with any licensed credit reference bureaus by the TFC

This consent shall not be withdrawn during the period in which my application is pending to or I have an outstanding balance with Tourism Finance Corporation.

This consent shall automatically terminate upon clearance of all existing loans and liabilities with Tourism Finance Corporation and as long as I have no outstanding facilities with Tourism Finance Corporation.

**L) Directors' declaration**

With this signature, I/we confirm that the above information given by me/us is the true and factual position of My/our business and I/we authorize the Corporation to obtain any information from ourselves/or third parties to verify/confirm the information provided herein.

Signed on behalf of company:

Name.....  
(Director)

Signature.....

Name.....  
(Director)

Signature.....

Date: .....

Company seal/Stamp

**Note:**

The application should be forwarded to:

**The Managing Director,  
Tourism Finance Corporation,  
P. O Box 42013 – 00100,  
Tel: 254-20-311474, 254-20-229751  
Fax 254-20-227815  
NAIROBI.**