LEGAL NOTICE No 3

THE VIHIGA COUNTY TRADE AND ENTERPRISE FUND
REGULATIONS 2019

ARRANGEMENT OF REGULATIONS

Regulation
1—Citation
2—Interpretation
3—Establishment of the Fund
4—Object and Purpose of the Fund
5—Initial Capital of the Fund
6—Utilization of the Fund
7—Lifespan of the Fund
8—Winding up of the Fund
9—Establishment of the Trade and Enterprise Fund Board
10—Appointment of the Board
11—Powers and Functions of the Board
12—Qualifications of Board Members
13—Fund administrator
14—Functions of the Fund Administrator
15—Board Secretariat
16—Eligibility criteria
17—Loan application procedure for direct lending by the Fund
18—Conditions for loan disbursement
19—Loan interest
20—Administration costs
21—Loan repayment
22—Lending financial intermediaries
23—Financial institution
24—Expenditure of the Fund
25—Retention of Receipts
26—Investment of the Fund
27—Annual estimates
28—Offences by Applicants
29—Corrupt Activities
30—Audit
31—Guidelines

SCHEDULES
THE VIHIGA COUNTY TRADE AND ENTERPRISE FUND REGULATIONS, 2018

IN EXERCISE of the powers conferred by section 39 of the Vihiga County Trade and Enterprise Fund Act 2018 the County Executive Committee Member for Trade makes the following Regulations—

THE VIHIGA COUNTY TRADE AND ENTERPRISE FUND REGULATIONS 2018

1. These Regulations may be cited as the Trade and Enterprise Fund Regulations 2018

2. In these Regulations unless the context otherwise requires—

   Appropriation means funds appropriated by the County Assembly for purposes of the Fund

   Applicant means any eligible person wishing to be granted a loan by the Fund

   Business the activity of making buying or selling goods or providing services in exchange for money

   Board means the Board of the Fund established under regulation 9

   Constitution means the Constitution of Kenya, 2010

   County means the County Government of Vihiga

   Executive Committee Member means the County Executive Committee member for the time being responsible for Trade matters

   Financial year means the period of 12 months ending on thirtieth day of June in each year

   Fund means the Vihiga County Trade and Enterprise Fund

   Fund administrator means an officer designated in writing by the County Executive Committee Member for the time being responsible for Finance in accordance to section 10 (2) (a-u) of the Trade and Enterprise Fund Act 2018

   Micro Enterprise means a firm trade service industry or business activity whose annual turnover does not exceed five hundred thousand shillings which employs less than ten people whose total assets and financial investments shall be as determined from time to time pursuant to the provisions of the Micro and Small Enterprise Act 2012 and include the manufacturing sector where the investment in plant and machinery or the registered capital of the enterprise does not exceed ten million shillings if service sector and farming enterprises where the investment in equipment or registered capital of the enterprise does not exceed five million shillings

   Small enterprise means a firm trade service industry or a business activity whose annual turnover ranges between five hundred thousands shillings and five million shillings which employs between ten and fifty people whose total assets and financial investments shall
be as determined pursuant to the provisions of Micro and Small Enterprise Act 2012.

3 (1) There is established a Fund to be known as the Vihiga County Trade and Enterprise Fund.

(2) The Fund shall consist of—

(a) monies appropriated by the County Assembly
(b) grants and donations
(c) income generated from the proceeds of the Fund and
(d) any other lawful sources of income

(3) The capital funds shall be domiciled in a fund account to be opened with the authority of the County Executive Committee Member for finance.

(4) There shall be paid out of the Fund payments in respect of any expenses incurred in pursuance of the objects and purposes for which the Fund is established.

4 The objects and purpose of this Act is to provide a legal and institutional framework for the fund by—

(a) establish a legal and institutional framework to facilitate access to affordable credit by micro small and medium enterprises
(b) accessing to finance for promotion of innovative enterprises
(c) provide training mentorship and provision of business development services to entrepreneurs

5 (1) The initial capital of the Fund shall be as per the funds allocated from the budget appropriated by the County Assembly and such other funds as may be voted for the purposes of the Fund in subsequent financial years.

(2) The initial capital of the Fund shall be allocated Fund as follows—

(a) a three per cent administration fee shall be charged on the total fund allocated to cater for management costs
(b) an amount not exceeding seven per cent of the capital shall be earmarked for capacity building of the Fund beneficiaries and target groups and
(c) for the balance of the Fund to be loaned to applicants to promote empowerment of County residents

6 The fund shall be utilized to advance loans at a subsidized rate to applicants that meet the eligibility criteria.

7 (1) The fund shall exist for a period of ten years.

(2) The lifespan of the fund may be extended beyond ten years with the authority and concurrence of both the County Executive Committee Member for the time being responsible for Finance and the
Executive Committee Member being responsible for Trade and with the approval of the County Assembly

(a) (1) The County Executive Committee may wind up the Fund with the approval of the county assembly

(2) On the winding up of the Fund—

(a) the administrator of the fund shall pay any amount remaining in the fund into the County Exchequer Account and

(b) the County Executive Committee shall with the approval of the county assembly pay any deficit in the fund from the County Exchequer Account

(b) There is established a Board to be known as the Vihiga County Trade and Enterprise Fund Board

(c) (1) The Board comprises the following members —

(a) five persons each representing a sub county appointed by the Executive Committee member for the time being responsible for Trade

(b) two persons of the opposite gender nominated by the most representative business membership association appointed by the County Executive Committee Member Responsible for trade

(c) one person nominated by the most representative association of women engaged in micro small enterprises appointed by the County Executive Committee Member Responsible for trade

(d) one person nominated by the most representative association of youth engaged in micro and small enterprise appointed by the County Executive Committee Member Responsible for trade

(e) the chief officer for the time being responsible for matters relating to trade

(f) two persons of the opposite gender representing the special interest groups appointed by County Executive Committee Member responsible for Trade

(g) a fund administrator who shall also be the Secretary of the Board shall be appointed by the County Executive Committee Member for Finance in consultation with the County executive Committee Member Responsible for Trade

(2) The member under Sub-section (1) (e) may appoint alternate members in writing who must be senior officers to represent them in Board meetings

(3) The County Executive Committee Member for the time being Responsible for Trade shall in the appointment of members ensure compliance with two thirds gender principle

(4) The members shall appoint a non-executive chairperson from
amongst themselves during the first meeting

(5) The members of the Board shall be gazetted in the Kenya Gazette for the benefit of the public to be aware

11 (1) The Board shall have all the powers necessary for the proper performance of its functions under these regulations

(2) Without prejudice to the generality of the provisions of sub-regulation (1) the Board shall have power to—

(a) in consultation with the Executive Committee Member negotiate and review the terms of any contracts on matters connected with the Fund for execution by the Fund Administrator

(b) manage the Fund in such a manner and for such purposes as best promotes the purpose for which the Fund is established

(c) in consultation with the Fund Administrator or financial institution engaged by the Board to—

(i) receive and consider all loan applications from eligible persons

(ii) approve or reject such applications in accordance with the provisions of this regulations and

(iii) recover matured loans

(d) subject to the approval of the Executive Committee member for the time being responsible for Finance invest any of the monies of the Fund not immediately required for the purposes of disbursements as it may determine and

(e) exercise such other lawful powers as may be confirmed by these Regulations or other law

(3) The Board may delegate any of its powers to the Fund Administrator or other person as may be approved by the Executive Committee Member

(4) To perform such other functions as are conferred on it by these Regulations or by any other written law

12 (1) A person is qualified for appointment as a member of the Board if that person —

(a) is a Kenyan Citizen

(b) holds a minimum certificate of diploma from a recognized institution in Kenya

(2) A person shall not be appointed to the Board if the person—

(a) has been convicted of a criminal offence and imprisoned for a term not less than 6 months

(b) has previously been removed from public office for contravention of the provisions of the constitution or any other written law
(c) is declared bankrupt and
(d) violates the constitution or any other written law

(3) Appointment of Board members shall put into consideration the principle that not more than two-thirds of the members should be of one gender and the diversity of the people of County and their expertise which among others include—

(i) knowledge and experience in matters relating to micro finance banking and investment
(ii) knowledge and experience in matters relating to finance accounting and auditing and
(iii) Knowledge and experience in matters relating to entrepreneurship and community development

13 (1) The County Executive Committee member for the time being responsible for Finance shall designate a person responsible for administering the fund

(2) The Fund Administrator shall be an ex officio member of the Board but shall have no right to vote at any meeting of the Board

14 The fund administrator shall subject the direction of Board be responsible for the following duties—

(a) supervise and control the administration of the Fund
(b) open and operate a bank account at a bank to be approved by the County Executive Committee Member for the time being responsible for finance
(c) consult with the Board on matters relating to the administration of the Fund
(d) ensure that the earnings of or accruals to the Fund are retained in the fund unless the County Executive Committee Member for the time being responsible for Finance directs otherwise
(e) ensure that money held in the fund including any earnings or accruals referred to in sub-regulation (4) is spent only for the purposes for which the fund is established
(f) ensure disbursement of monies out of the Fund as approved by the Board of financial institution if any
(g) cause to be kept books of accounts and other books and records in relation to the Fund of all activities and undertakings financed from the Fund
(h) receive and submit reports to the Board on a quarterly basis on the status of the Fund including any challenges faced
(i) prepare a financial statement for the Fund each financial year in a form prescribed by the Accounting Standards Board
(j) ensure that the accounts for the fund and the annual financial statements relating to those accounts comply with the accounting standards prescribed and published by the
Accounting Standards Board from time to time

(k) prepare quarterly financial statements for the Fund including its financial and non-financial performance in a form prescribed by the Accounting Standards Board

(l) not later than three months after the end of each financial year submit financial statements relating to the accounts under (11) above to the Auditor-General

(m) not later than fifteen days after the end of each quarter submit quarterly report to the County Treasury and the Controller of Budget and

(n) furnish such additional information as he or she may deem fit to be proper and sufficient for the purpose of examination and audit by the Auditor-General in accordance with the provisions of the Public Audit Act

15 (1) The County Executive Committee member shall make Board secretariat available to the Board and fund services of adequate public officers from the Department of Trade as are necessary for the proper and efficient exercise of the functions of this Act

(2) The Secretariat shall also comprise of ward youth loan officers to aid in disbursement and recoveries of the Fund

16 (1) Women youth persons with disability and micro small and medium enterprise shall be eligible to apply for a loan for business purposes from the Fund if—

(a) in the case of a group is registered with the department of social services Cooperatives or the Registrar of Societies and—

(i) at least seventy percent of the membership is aged between 18 and 35 years

(ii) at least seventy per cent of the membership is composed of women aged eighteen years and above or

(iii) at least seventy per cent of the membership is composed of persons with disability aged eighteen years and above

(b) in the case of an enterprise owned by women youth persons with disability micro small and medium enterprises registered under the Registration of Business Names Act Partnerships Act Companies Act or Cooperatives Act

(c) in the case of unregistered business the person shall have a business permit and a pin number or

(d) in the case of a person who has demonstrated that he or she is running an enterprise or intends to start an enterprise

(2) Women youth and persons with disability enterprises shall be given a preference while processing loans by the Fund
17 (1) A person who meets the criteria set out in regulation 16 and wishes to borrow a loan from the Fund shall make an application to the Administrator of the Fund in such a manner as may be prescribed by the Board

(2) An application for a loan under paragraph (1) shall be accompanied by—

(a) in case of a group—
   (i) certificate of registration
   (ii) minutes of the group's resolution to borrow from the Fund where applicable and
   (iii) copies of identification documents of all the group members

(b) in the case of an enterprise owned by women youth, persons with disability micro small and medium enterprises registered under the Registration of Business Names Act, Companies Act or Co operatives Act—
   (i) certificate of registration
   (ii) an official search document under the Companies Act, where applicable
   (iii) minutes of the resolution to borrow from the Fund where applicable and
   (iv) copies of identification documents of all the persons who own the enterprise or

(c) in a case of unregistered business—
   (i) copies of personal identification documents and
   (ii) Business permit

(d) in case of a person who has demonstrated that he or she is running an enterprise or intends to start an enterprise a national identification document

(3) The Administrator of the Fund shall use the following criteria when evaluating a loan application—

(i) first in first out principle of loan processing

(ii) give preference to women youth and persons with disability enterprises

(iii) applicable loan threshold for each category of applicant based on the ratio of the maximum amount applied for to the annual turn over of the applicant's business or projected annual turn over for start-ups

(iv) compliance with the provisions of sub-regulation (2)

(v) ability to repay the loan within the stipulated loan tenor
(vi) an undertaking by the beneficiary that the loan shall only be used for the purpose of the business applied for until the loan is repaid in full by the beneficiary

(vii) no borrower shall be eligible for more than one loan at a time from the Fund

(viii) an undertaking by the applicant to notify the Secretariat of the Fund of any change in physical address and

(ix) Any other conditions as may be prescribed by the Advisory Board

18 (1) Loans from the Fund shall be disbursed to a successful applicant subject to the fulfilment of the following conditions—

(a) all loans from the Fund shall be approved and recorded in the minutes of the Secretariat and a report submitted to the next Board meeting

(b) all loans from the Fund shall be advanced to the successful applicants and shall be disbursed through the bank account of the successful applicant or any other appropriate account approved by the Board

(c) the Administrator of the Fund shall open and maintain loan accounts of all successful applicants and the amount disbursed in each account and the balance thereof and

(d) such other additional conditions as the Board may impose on a particular successful loan applicant

(2) Disbursements to the successful applicants shall be done through a financial institution directly to their bank accounts as agreed upon under section 26 of these regulations

(3) The Administrator shall enter into an agreement with the successful applicant setting out the terms of the loan and loan repayment prior to release of funds through signing a prescribed form by the Board

19 (1) The interest payable on a loan advanced to the persons referred to in regulation 16 shall be at the rate of eight per cent per annum on a monthly reducing balance

(2) The interest charged under this regulation shall be paid by the borrower

20 The Administrator shall use a maximum of three percent of the approved budget of the Fund to cover its administrative costs

21 A loan advanced under these Regulations shall be repaid in full within the prescribed period in the loan agreement

22 (1) The Board in consultation with the County Executive Committee Member of Trade shall procure and enter into a memorandum of understanding with a financial institution for purposes of lending either directly or through other mechanisms as the board may determine to the beneficiaries of the fund (2) A financial
intermediary that wishes to access a loan under paragraph (1) shall apply for the loan and enter into an agreement with the Administrator in the manner prescribed by the Fund Board

(2) An application for a loan under paragraph (2) shall be accompanied by—

(a) a certificate of registration from the relevant regulator
(b) a valid license from the relevant regulator
(c) an official search document under the Companies Act where applicable
(d) a valid tax compliance certificate
(e) a business permit from the relevant county government
(f) the Minutes of a resolution of the Fund Board of the financial intermediary to enter into the partnership with the Fund
(g) the audited accounts of the financial intermediary for the immediately preceding three years
(h) a clean credit reference bureau certificate and
(i) any other document as may be prescribed by the Fund Board

(3) The Administrator of the Fund shall use the following criteria when evaluating a loan application under paragraph (2)—

(a) first in first out principle of loan processing
(b) applicable loan threshold for each category of applicant based on the ratio of the maximum amount applied for to the annual turnover of the applicant’s business
(c) compliance with the provisions of paragraph 2
(d) ability to repay the loan within the stipulated loan tenor
(e) ability to on lend to the women youth persons with disability and micro small and medium enterprises
(f) an undertaking by the financial intermediary to provide quarterly reports to the Administrator of the Fund on the beneficiaries of the loan
(g) an undertaking by the financial intermediary to permit the Administrator to regularly monitor the use of the loan
(h) an undertaking by the financial intermediary to notify the Secretariat of the Fund of any change in physical address and such other additional conditions as the Fund Board may impose

23 The County Executive Committee Member for trade may if s/he considers it appropriate to do so appoint in accordance with the Public Procurement & Disposal Act 2015 a financial institution to disburse the loans
24 (1) The expenditure incurred on the Fund shall be on the basis of and limited to—

(a) the annual work programmes and

(b) Annual estimates which shall be prepared by the administrator of the Fund and approved by the Board at the beginning of the financial year to which they relate

(2) Any revision of the approved annual work programme and of any estimates shall be referred to the Board for approval

25 The receipts earnings and accruals to the Fund and the balance of the Fund at the close of each financial year shall be retained by the Fund for use for the purpose for which the Fund is established

26 (1) The Board may invest the funds of the Fund which are not immediately required for its purposes in such securities as the County Treasury may from time to time approve

(2) The Board may place on deposit with such bank or banks on the recommendation of the County Treasury any monies not immediately required for the purposes of the Fund

27 (1) At least three months before commencement of each financial year the Board shall prepare or cause to be prepared estimates of the revenue and expenditure of the Fund for that year

(2) The annual estimates referred to in sub-regulation (1) shall—

(a) differentiate between recurrent and disbursement expenditure and

(b) itemize all the activities that the Board intends to undertake in respect of the Fund in the coming financial year

(3) Upon approval of the estimates by the County Assembly all monies appropriated for purposes of the Fund shall be paid into the Fund account established under regulation 14(2)

28 An Applicant who is granted a loan on the basis of false statements made in the loan application whether orally or in writing relating to any matter affecting a request for a loan or upon being granted a loan and is subsequently required to answer any questions furnish any information or particulars or produce any document or paper relating to the loan amount and use thereof neglects or fails to do so without reasonable cause or furnishes false information or information aimed at misleading the Board may be liable to prosecution under the relevant laws

29 Nothing in these Regulation shall be taken or construed to validate affirm authenticate or give any effect to an approval for a loan or any contract or any transaction which was obtained or induced by corruption on that part of any public officer of the national or county government whether or not that public officer was directly involved in that transaction

30 The accounts of the fund shall be audited in accordance with the Trade and Enterprise Fund act 2018 the Public Audit Act 2015 and
any other relevant laws

31 The County Executive Committee Member for the time being responsible for Trade may make guidelines for the better carrying into effect of the provisions of these Regulations
FIRST SCHEDULE
VIHIGA COUNTY GOVERNMENT

DEPARTMENT OF TRADE INDUSTRY TOURISM & ENTREPRENEURSHIP
VIHIGA COUNTY TRADE AND ENTERPRISE FUND

TRADERS LOAN APPLICATION

INDIVIDUAL LOAN APPLICATION FORM

A PERSONAL PARTICULARS

1 Full name of applicant/s
   (BLOCK LETTERS)

2 ID Number/s                   Tel No

3 Sub County          Ward          Sub-
           location

        Village

4 Postal address                   email address

5 Name of spouse            mobile no          ID No
   Signature

6 Next of kin

    Name                     Mobile Number
    Signature                 Relationship

(Attach copy of ID/passport)

7 Level of education

8 Have you received any business or technical training? Give details

9 For how long have you been in business?

10 Are you in paid employment? Specify

11 Other sources of income
B BUSINESS DETAILS

1 Name of business

2 Physical address of business

Plot number
Market or Road

3 Legal status (registered or unregistered)

4 Form of business (Sole Proprietor Partnership or Limited Company

Name address and occupation of each partner

5 Nature of trade or business carried on by applicant

6 How long has the business been in operation?

7 Number of employees regularly engaged by the business

8 Annual Turn Over
9 Average business expenses per month

10 What is the business's monthly profit?

11 What is the value of the saleable stock?

12 Do you own the building in which you conduct the business or is it rented? If the business premises are rented, state the name and address of the owner of the premises.

14 Monthly rent payable

14 What books of account do you keep?

Do you keep the books yourself?

15 Do you have a business bank account?

Preferred disbursement mode EFT

<table>
<thead>
<tr>
<th>Bank</th>
<th>Branch</th>
<th>Account Name</th>
<th>Account Number</th>
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</table>

16 Total debts

Private

Business

C LOAN DETAILS

1 Amount of loan required Ksh

2 What is the purpose of the loan if granted? (Give full details)

3 What security will you offer?
4 Have you applied for or received a loan from any other source during the past two years?

5 Names addresses and signatures of two referees

<table>
<thead>
<tr>
<th>Name</th>
<th>ID No</th>
<th>Cell Phone</th>
<th>Email</th>
<th>Occupation</th>
<th>Sign</th>
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</table>

6 Name address and signatures of at least three guarantors

<table>
<thead>
<tr>
<th>Name</th>
<th>ID No</th>
<th>Cell Phone</th>
<th>Amount Guaranteed</th>
<th>Occupation</th>
<th>Sign</th>
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I understand that –

(a) If granted a loan I must continue to maintain acceptable books of account and

(b) 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

NB – If there is insufficient space on this form to answer all the questions fully an additional plain sheet should be used.

Attach a copy of ID /Passport No business plan KRA PIN certificate Bank Account statement for the last three to six months records of income and expenditure and any other relevant books of accounts copies of ID for guarantors Guarantors to attach their KRA PIN and passport photos (where applicable)

For official use only
Credit committee
Date received
Remarks

Chairman signature

Vihiga County Trade and Enterprise Fund Board
Date received
Remarks

Chairman signature
### Loan Appraiser Appraisal Form

**Date of Visit**

**Sub County**

**Village**

**Ward**

**Sub Location**

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<tbody>
<tr>
<td>1</td>
<td>Name of the applicant</td>
<td>Tel</td>
</tr>
<tr>
<td>2</td>
<td>Location of the business</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>ID card No</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Type of business</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Books of account kept</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a)</td>
<td></td>
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<tr>
<td></td>
<td>(b)</td>
<td></td>
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<tr>
<td></td>
<td>(c)</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Present stock held Ksh</td>
<td></td>
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<tr>
<td>7</td>
<td>Purpose of the loan</td>
<td></td>
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<tr>
<td>8</td>
<td>Average monthly turnover</td>
<td></td>
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<tr>
<td>9</td>
<td>Other sources of income</td>
<td></td>
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<tr>
<td></td>
<td>(a) Salaries</td>
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</tr>
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<td></td>
<td>(b) Rental income</td>
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<tr>
<td></td>
<td>(c) Farm income</td>
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</table>
(d) Any other income

10 Average monthly purchase

11 Monthly expenditure on the business

12 Average monthly expenditure outside the business
   (a) School fees
   (b) Family upkeep
   (c) Any other

13 Monthly rental for the business

14 Monthly business profit

15 How long the business has been in existence

16 Are you a previous beneficiary of the Board? If yes have you cleared or not?

17 Any other loan currently held by the applicant

18 Amount of loan requested

19 The type of security offered

<table>
<thead>
<tr>
<th>S/No</th>
<th>Particulars</th>
<th>Weights</th>
<th>Scores</th>
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<tbody>
<tr>
<td>1</td>
<td>Character</td>
<td>30%</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ability</td>
<td>20%</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Margin</td>
<td>10%</td>
<td></td>
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<tr>
<td>4</td>
<td>Purpose</td>
<td>15%</td>
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</tr>
<tr>
<td>5</td>
<td>Amount</td>
<td>10%</td>
<td></td>
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<tr>
<td>6</td>
<td>Repayment</td>
<td>10%</td>
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<tr>
<td>7</td>
<td>Insurance</td>
<td>5%</td>
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<td></td>
<td>TOTAL</td>
<td>100%</td>
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THIRD SCHEDULE
VIHIGA COUNTY GOVERNMENT

DEPARTMENT OF TRADE INDUSTRY TOURISM & ENTREPRENEURSHIP
VIHIGA COUNTY TRADE AND ENTERPRISE FUND

GROUP LOAN APPLICATION & AGREEMENT FORM
(To be completed by group officials applying for individuals within a group or when applying for a group loan in CAPITAL LETTERS)

A BACKGROUND INFORMATION APPLICATION

DATE_____________________

Name of Group / CBO/SACCO

<table>
<thead>
<tr>
<th>Registration Number</th>
<th>Date of Registration</th>
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</thead>
<tbody>
<tr>
<td>Physical Address</td>
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<table>
<thead>
<tr>
<th>Sub-county</th>
<th>Ward</th>
<th>Village</th>
</tr>
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<table>
<thead>
<tr>
<th>Chair Person Name</th>
<th>Secretary Name</th>
<th>Treasurer Name</th>
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<table>
<thead>
<tr>
<th>ID No</th>
<th>ID No</th>
<th>ID No</th>
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<table>
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<tr>
<th>Signature</th>
<th>Signature</th>
<th>Signature</th>
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</thead>
</table>

a) have you applied for or received a loan from any other source during the past two years if so how much?
Did you clear the loan?
b) did you as a group or any member of the group receive Vihiga County Community Empowerment Fund loan if so how much?
Did you clear the loan?

The group membership profile

<table>
<thead>
<tr>
<th>Gender</th>
<th>Number of Members</th>
<th>Total Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Below 18yrs</td>
<td>18 –35yrs</td>
</tr>
<tr>
<td>Male</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
State any other sources of income / Revenue for the group/SACCO/Company

<table>
<thead>
<tr>
<th>No</th>
<th>Description (eg members subscription, table banking etc)</th>
<th>Approximate Monthly Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(Attach copies of VALID Registration Certificates)

B LOAN REQUEST/DETAILS (BLOCK LETTERS)

We Who are Chairperson Secretary and Treasurer of the above group do hereby apply and guarantee to Vihiga County Trade and Enterprise Development Fund for a loan of (shillings __________________ (amount in words = ____________________________) for the purpose of,

1 __________________

____________________

OR

2 Onward lending to the group members (Attach minutes of the General Meeting which approved the loan request)

C LOAN SECURITY

Tick where applicable

<table>
<thead>
<tr>
<th>Loan Below KSh 500,000/ Provide at least five (5) guarantors who should sign an agreement to guarantee your loan Stock chattels title deeds log books machinery (Attached form should be used)</th>
<th>Loan Above KSh 500,000/ Provide a land title deed of value not less than the amount requested and log book machinery/stock. (Attach a copy of the title deed log book and receipt of machinery)</th>
</tr>
</thead>
</table>

D BANKING INFORMATION

<table>
<thead>
<tr>
<th>BANK NAME</th>
<th>BRANCH NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Signatures (Name &amp; Signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Account No</th>
<th>1</th>
</tr>
</thead>
</table>
We confirm that the above banking information is correct

Signature

(Attach the Latest Three Months Certified Bank Statement)

Preferred disbursement mode EFT

<table>
<thead>
<tr>
<th>Bank</th>
<th>Branch</th>
<th>Account Name</th>
<th>Account Number</th>
</tr>
</thead>
</table>

NB Attach a list of group members ID Numbers contacts signatures
Copy of ID for each member
Copy of updated registration certificate duly stamped
Approved minutes for the group indicating intentions to borrow
Copy of three months bank/Mpesa statements
Copy of KRA Pin certificate
Business plan
Books of accounts/Business records (where applicable)

For official use only
Credit committee
Date received
Remarks
Chairman signature

Vihiga County Trade and Enterprise Fund Board
Date received
Remarks
Chairman signature
FOURTH SCHEDULE
VIHIGA COUNTY GOVERNMENT

DEPARTMENT OF TRADE INDUSTRY TOURISM & ENTREPRENEURSHIP
VIHIGA COUNTY TRADE AND ENTERPRISE FUND

LOAN AGREEMENT

This AGREEMENT is made on the / /20 between VIHIGA COUNTY TRADE AND ENTERPRISE DEVELOPMENT FUND BOARD (hereinafter called the Board) of the one part and (Full Names of Borrowers(s) IDNO of P O Box of other part)

Whereby in consideration of the sum shillings advanced or to be advanced on loan by the Board to the Borrower(s) The Borrower(s) hereby agrees with the Board as follows

1 The Borrowers(s) shall repay the said loan to the Board together with interest thereon or on the balance for the time being outstanding at the rate of per centum per annum computed from / /20 (Date of advance) by equal 24 monthly installments of shillings commencing on the / /20 (Date of first installment) and continuing on to the 1st day of every —each month/thereafter until / /20 (Expiry date) when all money then outstanding hereunder shall be paid and discharged by the Borrower(s) Each such installment shall be applied first in payment of interest outstanding up to the monthly date on which it is paid

2 The Borrower(s) shall apply the loan money for the purpose of adding more stock and no other

3 The Borrower(s) shall maintain a banking account for the purpose stated in clause 2 to which account the loan moneys shall be credited and from which the above mentioned repayment installments shall be paid by means of Banker's order/cash in favor of the Board on the dates specified above

4 If the Borrower(s) shall make default in payment of any installments as aforesaid for the space of twenty one days or shall fail to apply all or any part of the loan moneys for the purpose specified herein or shall fail to maintain banking account and
Banker's order/cash as aforesaid then and in any such case the whole of the loan moneys and interest thereon then remaining unpaid shall forthwith become due and payable.

5 The Borrower(s) shall be at liberty at any time to repay the loan or to pay any amount in reduction thereof in addition to the installments above provided that any such payments shall first be applied to outstanding interest (if any) in witness whereof this Agreement has been signed.

6 The borrower has attached his/her title deed No to secure the loan. Failure to repay the Board has the right to dispose off the security to settle the loan and any other interest thereof.

Signed by
(For and on behalf of the Board)
CHAIRMAN

Signed by
(FUND ADMINISTRATOR)

Signed by the Borrower(s)

I/D No of the Borrower(s)

In the presence of

Commissioner of Oaths
FIFTH SCHEDULE
VIHIGA COUNTY GOVERNMENT

DEPARTMENT OF TRADE INDUSTRY TOURISM & ENTREPRENEURSHIP
VIHIGA COUNTY TRADE AND ENTERPRISE FUND

GUARANTOR FORM

I, the undersigned, in full understanding of the obligations and liabilities in this guarantee, do hereby accept and agree to be a guarantor to Mr/Mrs/Miss [Name of Applicant] in regard to this loan application. I understand and commit myself to repay the balance of the County Enterprise Development Fund in the event that the applicant is unable to do so.

Guarantor Name
National ID / Passport No
Relationship to Applicant
Postal Address and Code
Telephone No
Residence
Estate / Town
County
Constituency
Village
Employment or business

Monthly Income

Attachable Security where guarantor is providing security for the loan; otherwise cancel this portion.

<table>
<thead>
<tr>
<th>No</th>
<th>Description of Security Item</th>
<th>Serial No (Where applicable)</th>
<th>Estimated Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of Guarantor

Date

NOTE: Group requires at least FIVE (5) Guarantors.
OFFER LETTER

DATE
TO
MR / MRS / MS
P O BOX
RE: LETTER OF OFFER FOR AWARD OF LOANS BY THE VIHIGA COUNTY TRADE AND ENTERPRISE FUND

Following your request for loan the Vihiga County Trade and Enterprise Fund Board through minute number is pleased to award you a loan of shillings for a period of at 8% interest rate per annum on reducing balance.

ACCEPTANCE/REJECTION

I do accept the offer under the terms/conditions of the same

Signature Date
SEVENTH SCHEDULE
DISBURSEMENT GUIDE FOR QUALIFIED APPLICANTS

VIHIGA COUNTY GOVERNMENT
DEPARTMENT OF TRADE INDUSTRY TOURISM & ENTREPRENEURSHIP

<table>
<thead>
<tr>
<th>Category</th>
<th>Percentage %</th>
</tr>
</thead>
<tbody>
<tr>
<td>YOUTH</td>
<td>15</td>
</tr>
<tr>
<td>WOMEN</td>
<td>15</td>
</tr>
<tr>
<td>PEOPLE WITH DISABILITY</td>
<td>10</td>
</tr>
<tr>
<td>INDIVIDUALS</td>
<td>20</td>
</tr>
<tr>
<td>GROUPS/SACCOS</td>
<td>20</td>
</tr>
<tr>
<td>BODABODA GROUP/SACCO</td>
<td>10</td>
</tr>
<tr>
<td>ADMINISTRATION FEES</td>
<td>3</td>
</tr>
<tr>
<td>CAPACITY BUILDING BENEFICIARIES</td>
<td>7</td>
</tr>
<tr>
<td>TOTAL</td>
<td>100</td>
</tr>
</tbody>
</table>

Made on the 21st May, 2019

GEOFFREY VUKAYA,
County Executive Committee Member for Trade, Tourism, Industry and Entrepreneurship

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