Savings Group Forms Pack

Group name: _____

Form 1: Membership application

Full name	
Date of birth or age	
ID number (if used by the group)	
Phone number	
Address	
Next of kin: name	
Next of kin: relationship	
Next of kin: phone	
Contribution or number of shares committed	

I have read the constitution and I agree to follow it.

Applicant signature or thumbprint: _____ Date: _____

Committee decision: Approved / Declined Date: _____

Chairperson: _____ Secretary: _____

Member number given: _____

Form 2: Loan application

Member name and number	
Date of application	
Amount requested	
Purpose of the loan	
Repayment period (months)	
Proposed monthly instalment	
Member's current savings or shares	
Existing loan balance	
Borrowing limit under the constitution	
Is the request within the limit?	Yes / No
Interest rate	
Method	Flat / Reducing balance
Total interest	
Total to repay	
Guarantor (if required)	

Repayment schedule attached: Yes / No

Decision: Approved / Declined Amount approved: _____ Votes for / against: _____ / _____
Date: _____

Borrower: _____ Chairperson: _____ Treasurer or secretary: _____

Loan number: _____

Form 3: Guarantor form

Loan number	
Borrower name	
Loan amount	
Guarantor name and member number	
Guarantor phone	
Relationship to borrower	
Guarantor's current savings	
Other loans this guarantor already guarantees	

I agree to repay this loan if the borrower fails to do so, up to the amount of _____, or to allow the group to recover it from my savings.

Guarantor signature or thumbprint: _____ Date: _____

Borrower signature or thumbprint: _____ Date: _____

Secretary: _____

General templates, not legal advice. Adapt to your group's constitution and local rules.