

# MEMBERSHIP FORM

Complete the form below to sign up for membership

Carry One House, 2<sup>nd</sup> Flr

Ndumberi.

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## CORPORATE MEMBERSHIP APPLICATION FORM

Type of Organization: Club ☐ Association ☐ Partnership ☐ Company ☐ Co-operative ☐  
☐ Others (Please Specify)

### APPLICANT'S DETAILS

Name of Entity:   
Registration Date:  Certificate Number:   
KRA Pin:  Nature of Business:   
Address:  Post Address/code :   
Office No:  Mobile No 2:   
Contact Person:  ID No:  Mobile no :   
E-Mail:

### AUTHORIZED SIGNATORIES

|        |                      |             |                      |             |                      |
|--------|----------------------|-------------|----------------------|-------------|----------------------|
| Name:  | <input type="text"/> | ID No:      | <input type="text"/> | Mobile no : | <input type="text"/> |
| Email: | <input type="text"/> | Occupation: | <input type="text"/> | Signature:  | <input type="text"/> |
| Name:  | <input type="text"/> | ID No:      | <input type="text"/> | Mobile no : | <input type="text"/> |
| Email: | <input type="text"/> | Occupation: | <input type="text"/> | Signature:  | <input type="text"/> |
| Name:  | <input type="text"/> | ID No:      | <input type="text"/> | Mobile no : | <input type="text"/> |
| Email: | <input type="text"/> | Occupation: | <input type="text"/> | Signature:  | <input type="text"/> |

Photo

Photo

Photo

### SIGNING MANDATE

☐ Any Two ☐ Any Three ☐ All To Sign ☐ Either To Sign ☐ Others (Specify)

## PACKAGES (TICK WHERE APPROPRIATELY)

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> FOSA AC      | <input type="checkbox"/> Share Capital | <input type="checkbox"/> Normal Shares (Not Withdrawable) |
| <input type="checkbox"/> Call Deposit | <input type="checkbox"/> Fixed Deposit | <input type="checkbox"/> Mobile Banking                   |

1. I/We would like to apply for mobile banking services from Let's Talk Sacco.
2. I/We confirm that the information given is correct and complete.
3. I/We give permission to the Sacco to verify these details if needed.
4. I/We agree to use the service responsibly and accept that any fees or charges that come from using it will be paid by me/us.
5. If any losses occur because of my/our use of the service, I/We will take full responsibility.
6. I/We also understand that Let's Talk Sacco has the right to decline this application without giving a reason.

Applicant Name :

Mobile Phone No :  Signature :

## JOINT ACCOUNTS

### The provisions of this clause shall also apply:

- a. If one of the joint account holders passes away, the Sacco will release all funds, securities, documents, or other property in the joint account to the surviving account holder(s).
- b. All joint account holders are equally responsible for any overdraft, loan, or credit facility linked to the account. They are also fully liable for any obligations, interest, charges, commissions, or expenses arising from the use of the joint account.
- c. The Sacco may act on the instructions of any one joint account holder unless there is a conflict between instructions given by different holders. In such cases, the Sacco can refuse to act until the conflict is resolved to its satisfaction.
- d. Each joint account holder gives authority to the others to endorse and deposit cheques, notes, or instruments payable to any or all account holders. If such items are received without endorsement, the Sacco has the right to endorse them on behalf of the relevant holder and credit the funds into the joint account.

### Authorized Signatories

- e. At the time of opening the account (and anytime thereafter), members must provide the Sacco with the specimen signatures of all authorized signatories, along with their names, addresses, and any other details required by the Sacco.
- f. Unless otherwise agreed, all authorized signatories have the right to withdraw money, securities, deeds, documents, or other property held by the Sacco (except those held as security for loans). They may also open new accounts in the customer's name or overdraw existing accounts.

# TERMS & CONDITIONS

## 1. Application for Membership

Every person applying for membership must complete the official application form in BLOCK CAPITAL letters. The form must be accompanied by a certified copy of a valid identification document such as a National ID card, Passport, or KRA PIN.

## 2. Admission into Membership

Successful admission requires payment of the registration fee and share capital as set by the Sacco. The minimum share contribution is payable in FIVE equal monthly installments.

## 3. Right to Refuse Membership

The Sacco's management committee may, at its discretion, decline an application for membership. Rejection may occur if there are valid reasons which the Sacco is not obligated to disclose. The decision is guided by provisions of the Co-operative Societies Act (Cap 490, Laws of Kenya) as amended.

## 4. Nominees

Each member must nominate at least one beneficiary to whom their shares, deposits, or dividends will be transferred in the event of death.

## 5. Deposits and Payments

All deposits should be made in the manner prescribed and accepted by the Sacco. Any bank charges related to dishonored or unpaid cheques will be borne by the member.

## 6. Standing Instructions

Members may authorize the Sacco to make standing orders or periodic deductions from their account. The Sacco will act on these instructions with due diligence, provided they are lawful.

## 7. Member's Instructions

Instructions issued by members will be accepted in writing, electronically, or by other approved means. The Sacco reserves the right to decline unclear, incomplete, or suspicious instructions.

## 8. Communication

Any official communication from the Sacco will be sent to the member's last provided address or contacts. Notices sent this way will be considered valid after five working days.

## 9. Service Charges and Fees

The Sacco reserves the right to levy service charges or fees on accounts and facilities. Members will be notified of any changes.

## 10. Data Protection

The Sacco shall keep members' information confidential. However, the Sacco may share information with regulators, credit reference bureaus, or service providers where necessary, in compliance with the Data Protection Act.

## 11. Credit Reference Bureau (CRB)

By applying for Sacco services, the member consents to the Sacco sharing their credit information with licensed CRBs in accordance with Kenyan law.

## 12. Default and Recovery

Failure to meet repayment obligations will result in classification of the loan as in default. The Sacco reserves the right to recover outstanding amounts through legal means or deductions from deposits.

## 13. Withdrawal of Membership

A member may withdraw by giving sixty (60) days' notice. Refunds of deposits or shares will be made after settling all liabilities to the Sacco.

## 14. Closing of Account

The Sacco may close an account if a member withdraws or fails to meet minimum requirements. All unused instruments must be returned.

## 15. Member Classification

If a member fails to meet obligations, the Sacco may classify the member as inactive or dormant. Notices will be sent before such changes are made, and members will be given a chance to respond.

## 16. Dormant Accounts

An account that has had no activity for six months will be treated as dormant. Members may reactivate their account by contacting the Sacco and following the set procedures.

## 17. Indemnity

Members agree to take responsibility for any losses that may arise from their own actions or instructions, protecting the Sacco from liability.

## 18. Use of Sacco Services

By applying for facilities such as mobile or internet banking, members agree to the terms for those services. Members also give consent for the Sacco to verify and share information as required for service delivery.

## 19. Cessation of Membership

Membership in the Sacco ends if a member dies, withdraws with notice, is expelled, transfers all their shares, becomes bankrupt or insolvent, fails to meet obligations, or is declared of unsound mind, and any deposits or shares due will be refunded after settling debts.

## DECLARATION

We hereby apply for membership in Let's Talk Sacco Society and agree to fully abide by its by-laws, terms, and conditions, including any amendments. We also commit to pay the required registration fee and share capital as prescribed.

|             |  |        |  |
|-------------|--|--------|--|
| Signature : |  | Date : |  |
| Signature : |  | Date : |  |
| Signature : |  | Date : |  |
| Signature : |  | Date : |  |

### How did you know about us?

Social Media ☐ Another Member ☐ Staff ☐ Sales Person ☐ Others(Specify)

## OFFICIAL USE ONLY

### Company

- Certificate of Incorporation
- PIN Certificate
- ID of Signatories
- Memorandum / Articles / Association
- CR1, CR2, CR8
- Statement of Nominal Capital
- CR 12
- Passport Photos
- Search Fee
- Company Name Search
- Resolution/Minutes to Open an Account
- Registration Fee

### Group

- Registration Certificate
- ID of Signatories
- Constitution
- Approved Minutes
- A/c Opening Authority from Ministry
- Passport Photos
- Introduction Letter
- List of Members
- Registration Fee

### Church

- Official Introduction Letter from the Vicar/Pastor in Charge
- Approved Minutes
- ID of Signatory Passport Photos
- Registration Fee

### Business Name

- Registration Certificate
- Owners/Business PIN
- ID of Signatory
- Passport Photos
- Search Fee
- Business Name Search
- Registration Fee

### KYC verification and member interview done by:

|                      |        |  |             |  |
|----------------------|--------|--|-------------|--|
| Data Captured By :   | Name : |  | Signature : |  |
| Member Verified By : | Name : |  | Signature : |  |
| Member Approved By : | Name : |  | Signature : |  |