

SPECIAL ISSUE

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**MIGORI COUNTY GAZETTE
SUPPLEMENT**

ACTS, 2016

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CONTENT

Act—	PAGE
The Migori County Trade Development Credit Scheme Act, 2016	1

**THE MIGORI COUNTY TRADE DEVELOPMENT CREDIT
SCHEME ACT, 2016**

No. 3 of 2016

Date of Assent: 11th July, 2016.

Date of Commencement: See Section 1

ARRANGEMENT OF SECTIONS

PART I— PRELIMINARY

Section

1— Short title.

2— Interpretation.

**PART II— ESTABLISHMENT AND ADMINISTRATION OF THE
CREDIT SCHEME**

3— Establishment of the Credit Scheme.

4— Objectives of the Credit Scheme.

5— Guiding Principles of Operating the Credit Scheme.

6— Establishment of the Credit Scheme Board.

7— Terms and conditions of service.

8— Vacation of office of member.

9— Functions of the Board.

10— Delegation by the Board.

11— Conduct of business of the Board.

12— The secretariat administering the scheme.

13— Equitable distribution of funds.

**PART III— APPLICATION, PROCESSING AND CONDITIONS OF
LOANS**

14— Application and processing of loans and grants.

15— Conditions for grant of loan

16— Records by borrower.

17— Recovery of a loan in case of default.

PART IV— FINANCIAL PROVISIONS OF THE CREDIT SCHEME

18— Capitalization of the Credit Scheme fund.

19— Scheme expenditure.

- 20—Bank account.
- 21—Financial year.
- 22—Estimates of income and expenditure
- 23—Accounts and audit.
- 24—Board Reports.

PART V—MISCELLANEOUS PROVISIONS

- 25—Protection from personal liability.
- 26—Regulations.

SCHEDULES

FIRST SCHEDULE— provisions relating to the procedures and conduct of business and affairs of the Board.

SECOND SCHEDULE— Loan application form

THIRD SCHEDULE—loan appraisal form

FOURTH SCHEDULE— Loan agreement form

PART III—APPLICATION, PROCESSING AND CONDITIONS OF LOANS
 14—Application and processing of loans and grants.
 15—Conditions for grant of loan.
 16—Records by borrower.
 17—Recovery of a loan in case of default.
 PART IV—FINANCIAL PROVISIONS OF THE CREDIT SCHEME
 18—Capitalisation of the Credit Scheme fund.
 19—Scheme expenditure.

**THE MIGORI COUNTY TRADE DEVELOPMENT
CREDIT SCHEME ACT, 2016**

AN ACT of the County Assembly of Migori to establish a Trade Development Credit Scheme to provide access to affordable credit to: start-ups, micro, small and medium enterprises, agribusiness to promote trade development and economic growth of the people of Migori and for related purposes

ENACTED by the County Assembly of Migori, as follows—

PART I—PRELIMINARY

1. This Act may be cited as the Migori County Trade Development Credit Scheme Act, 2016 and shall come into operation one month after its assent by the County Governor. Short title.

2. In this Act, unless the context otherwise requires— Interpretation.
 “applicant” means an individual, group of individuals or registered business enterprise being a citizen of Kenya and operating in Migori County who has made request for funding;

“successful applicant” means any applicant, who being a citizen of Kenya and operating in Migori County, has met the minimum requirement for advance of a loan;

“unsuccessful applicant” means any applicant, who being a citizen of Kenya and a resident of Migori County has not met the minimum requirement for advance loan;

“Board” means the Migori County Trade Development Credit Scheme Board established under Section 6 of this Act;

“borrower” means any person granted a loan under this Act;

“Executive Committee Member” means the County Executive Committee Member for the time being responsible for trade in the County of Migori;

“Chief officer” means the chief officer for the time being responsible for trade in the County of Migori;

“Secretary” means the Secretary to the board appointed under this Act;

"Chairperson" means any Kenyan citizen and a resident of Migori who is appointed chairman under this Bill.

PART II—ESTABLISHMENT AND ADMINISTRATION OF THE CREDIT SCHEME

3. (1) There is hereby established a Credit Scheme to be known as the Migori County Trade Development Credit Scheme. Establishment of
Credit Scheme.

(2) The Credit Scheme shall be a body corporate with perpetual succession and a common seal, and shall have power to—

- (a) take, hold, own, charge and dispose movable and immovable property;
- (b) enter into contract;
- (c) sue and be sued in its own name;
- (d) lend money for business purposes; and
- (e) do or perform all such other things or acts necessary for proper performance of its functions under this Act.

4. The objective and purpose of the Credit Scheme shall be to— Objective of the
scheme.

- (a) provide funds for granting low-interest loans to start ups, micro, small and medium enterprises, value addition and agribusiness;
- (b) promote small-scale enterprises through the provision of affordable credit;
- (c) promote value addition;
- (d) introduce small scale traders and entrepreneurs into borrowing for the sustainability of their businesses;
- (e) reduce rural-urban migration;
- (f) create employment, stimulate income generation and earnings for residents of the county and reduce poverty;
- (g) enable small scale traders and entrepreneurs to gain experience in loan management and graduate to funding from established financial institutions;

- (h) support, revive and initiate small scale industries and enterprises in areas that can have immediate impact on household income, through the provision of low-interest loans; and
- (i) attract and facilitate investment in micro, small and medium enterprises that benefit the youth, women, persons with disabilities and marginalized groups.

5. In the exercise of the powers or the performance of the functions under this Act, the County Executive Committee and, the Credit Scheme Board shall be guided by the following principles—

Guiding principles.

- (a) trade sector as a contributor in the development of the county;
- (b) equality and equity of all traders in areas of representation;
- (c) protection of the interests of the marginalized, persons with disability, women and the youth; and
- (d) local ownership and sustainability.

6. (1) There is established a Board to run the scheme to be known as the Migori County Trade Development Credit Scheme Board which shall consist of—

Establishment of the Credit Scheme Board.

- (a) the Chairperson of the Board, from among those in sub section (1) (c) below, not being a public officer, will be appointed and *gazetted* by the County Executive Committee Member responsible for trade;
- (b) the County Chief Officer in the department for the time being responsible for matters relating to trade or a representative appointed in writing being the Secretary to the Board;
- (c) four regional representatives of the business community, not being public officers, at least one of whom must be of either gender, appointed by the County Executive Committee Member responsible for trade;
- (d) the County Trade development officer in the department;

No. 3 Migori County Trade Development Credit Scheme

(e) the Chairman of the Kenya National Chambers of Commerce and Industry-Migori County.

(2) The Chairperson and the persons appointed under subsection (1) (a), (c) shall hold office for a period of three years and shall be eligible for re-appointment for one further term.

(3) A person shall be qualified for appointment under subsection (1) (a) and (c) if that person—

(a) holds at least a Kenya Certificate of Secondary Education as for (c) and a degree in Trade or other related Business field as for (a);

(b) has been in trade for at least three years; and

(c) has been vetted and meets the requirements of leadership and integrity as provided in Chapter 6 of the Constitution and any relevant national legislation.

(4) The County Executive Committee Member shall duly gazette the names of all the members of the board after appointment in the *Kenya Gazette* or *County Gazette*.

7. (1) The Chairperson and members of the Board shall serve on part time basis and shall be entitled to sitting and other necessary allowances as may be determined from time to time by the body responsible for determination of Salaries and Remuneration in the country. ^{Terms and conditions of service.}

8. The office of the Chairperson or member of the Board appointed under section 6 (a) and (c) shall become vacant if the member— ^{Vacation of office of member.}

(a) is declared bankrupt;

(b) is convicted of a criminal offence and sentenced to a term of imprisonment of not less than six months;

(c) is convicted of an offence involving fraud or dishonesty;

(d) is absent from three consecutive meetings of the Committee without reasonable cause;

(e) resigns in writing to the appointing authority through the Secretary;

(f) is removed from office by the Member of the Executive Committee for—

- (i) inability to perform the functions of the office by reason of mental or physical infirmity; or
- (ii) failure to declare his or her interest in any matter being considered or to be considered by the Board; or
- (iii) any other sufficient reason as may be prescribed and supported by the two-thirds of the members of the Board;

(g) dies.

9. (1) The management and administration of the Credit Scheme shall vest in the Board and as such the Board shall—

Functions of the Board.

- (a) check and deny loan defaulters who were granted loans under the old Board of South Nyanza District Board;
- (b) formulate sound guidelines regulating the management of the scheme;
- (c) set eligibility criteria and conditions governing lending, interest rate and loan recovery ratified by the County Assembly of Migori through a policy;
- (d) ensure that all projects funded under this Act are consistent with the county's priorities specified in the relevant policy documents;
- (e) consider for approval proposals for loans submitted to it under this Act;
- (f) authorize lending and allocations from the Credit Scheme;
- (g) formulate or approve standards, guidelines and procedures for funding proposals under this Act;
- (h) enter into contract with financial institutions and other organizations for the purpose of loan disbursement and recovery;
- (i) to invest any surplus monies not currently required for the purpose of the board in any investment deemed convenient and recognized by law with

No. 3

Migori County Trade Development Credit Scheme

powers from time to time to vary or realize those investments;

(j) provide oversight in the utilization of the funds of the Credit Scheme.

(k) to perform and exercise all other functions and powers conferred on the Board by this Bill.

(2) The Board, through its secretariat shall perform the following functions—

(a) administer the Credit Scheme;

(b) conduct credit appraisal of the applicants and ascertain the amount of loan an applicant qualifies for;

(c) monitor and evaluate projects funded by the Credit Scheme;

(d) provide technical, financial and legal expertise to the beneficiaries of the Credit Scheme;

(e) take and maintain minutes;

(f) make follow ups on loans issued;

(g) carry out such other functions as may be conferred on it by the County Executive Committee Member and this Act.

(h) look into the records of the old borrower.

(i) submit quarterly financial reports to the County Executive Committee Member in-charge of Trade.

(3) In the performance of its functions under this section, the Board shall—

(a) conduct civic education to promote the awareness and understanding of the operations of the Credit Scheme amongst stakeholders;

(b) provide capacity building and advice to business sector institutions or individuals to ensure the effective use of the funds borrowed under this Act;

(c) develop a framework that will ensure an open, transparent and efficient use of the funds borrowed under this Act ;

- (d) conduct research and gap analysis to ensure continuous performance improvement of the Credit Scheme;
- (e) maintain a record of all Credit Scheme activities and beneficiaries;
- (f) assist the County Executive Committee Member in formulating guidelines and standard documentation required under this Act;
- (g) carry out any other duty or activity that may be required for the effective management and implementation of the Credit Scheme;
- (h) recommend the digitalization of the credit scheme.

10. (1) The Board may establish such sub-committees as it may consider necessary for the better performance of its functions and the exercise of its powers under this Act. Delegation by Board.

(2) The Board may co-opt into the membership of a sub-committee established under subsection (1), such persons whose knowledge and skills are necessary for the performance of the functions of the sub-committee.

(3) The Board may, by resolution either generally or in any particular case, delegate to any sub-committee or to any member, officer, employee or agent of the Board, the exercise of any of the powers or the performance of any of the functions of the Board under this Act

11. (1) Subject to subsection (2), the business and affairs of the Board shall be conducted in accordance with the First Schedule. Conduct of business of the Board.

(2) Except as provided in the Schedule, the Board may regulate its own procedure.

12. (1) There shall be a secretariat in the County Trade Development Unit within the department responsible for trade to administer the credit scheme. The secretariat administering the scheme.

(2) The County Trade Development Unit shall be responsible for the day to day functioning of the Scheme and Secretary to the Board, and without prejudice to the generality of the foregoing, shall—

- (a) ensure that the criteria of funding established by the Board is fully followed;

- (b) all loans disbursed from the Credit Scheme are properly recorded;
- (c) with the approval of the Board, initiate programmes and strategies for advancing the objectives of the Scheme in general and for conducting civic education to promote awareness and understanding of the operations of the Scheme amongst the stakeholders;
- (d) ensure the proper management of the Credit Scheme;
- (e) advise the Board, from time to time, to adopt policies intended to enable the Board to effectively implement the objectives of the Scheme;
- (f) facilitate the preparation of the budget, strategies, operational proposals, annual plans and policies for discussion by the Board and implement decisions and resolutions adopted by the Board;
- (g) be answerable, in the performance of all his or her duties and functions, to the Board;
- (h) keep proper books of account and cause, under the general guidance of the Board, the annual accounts of the Credit Scheme to be prepared in accordance with the provisions of this Act and other relevant laws;
- (i) make follow ups on loans disbursed;
- (j) perform such other functions as assigned from time to time.

13. The Board shall ensure that its services are accessed in all parts of the County to the extent that it is practicable to do so and may for that purpose establish liaison offices where it is practical and ensure equitable distribution.

Equitable distribution of funds.

PART III—APPLICATION, PROCESSING AND CONDITION OF LOANS

14. (1) A person wishing to be considered for the grant of a loan shall make an application to the relevant office in the prescribed form.

Application and processing of loans and grants.

(2) The criteria for granting a loan from the Credit Scheme shall be in accordance with the regulations made under this Act,

(3) The Board shall consider all applications submitted to it in accordance with the criteria set under subsection (2) and may accordingly accept or reject any application for a loan.

(4) Any person, official or representative of a group, business enterprise who—

(a) in filling a loan application form, knowingly makes any false statement, whether orally or in writing relating to any matter affecting an application or request for a loan;

(b) being required under paragraph (a) to—

(i) answer any questions,

(ii) furnish any information or particulars, or

(iii) produce any document or paper,

(iv) neglects to do so without reasonable cause; or

(v) is granted a loan based on false information.

commits an offence and in the case of paragraphs (a) and (b) be liable to a penalty which shall include rejection of application and/or fined or sentenced to a jail term not more than 3 months.

15. (1) The Board may—

Conditions for grant of loan.

(a) accept or reject any application for a loan if the required condition is not met.

(b) grant a loan to any applicant and in so granting impose conditions, demand security and require repayment in installments at such times and within a period that the Board deems fit.

(2) Notwithstanding the provisions of subsection (1) but subject to the provisions of this section the Board may, upon the request by an applicant to whom a loan has been granted, and upon approval by the County Executive Committee Member responsible for trade, at any time vary—

- (a) the conditions subject to which the loan was made;
- (b) any security given in relation to the loan; or
- (c) any of the terms of repayment of the loan.

(3) An applicant for a loan under the Scheme shall be required to comply with the provisions in the First Schedule

(4) Where the Board has resolved to grant a loan to any eligible applicant, the Board shall notify the applicant in writing, and require the applicant to comply with any conditions as provided within a specified period not exceeding two months.

(5) Where an applicant fails to comply with the requirement of the Board as notified under subsection (4) within the prescribed period, the application shall be deemed to have lapsed.

(6) When granting a loan to an applicant, the Board considers it prudent to request for a guarantor to guarantee the loan granted to the applicant. The guarantor shall, in case of any default of repayment by the applicant automatically be fully liable to pay any outstanding amount with interest accrued in full or any part there of as shall be notified to the guarantor by the Board.

(7) Where a guarantor notified by the Board under subsection (6) fails or refuses to repay the outstanding loan together with the interest accrued, the guarantor shall be liable to civil proceedings in accordance with the provisions of this Act.

16. (1) A person granted a loan under this Act shall keep proper records in relation to the funds and the records kept shall be open for scrutiny by the officer administering the scheme.

Records by the borrower.

17. (1) If, from the outlook of the functioning and activities of the business which is the beneficiary of a loan from the scheme, there has been or there is likely to be any breach of, or failure to comply with any condition or term of repayment of the loan, the Board may forthwith—

Recovery of a loan in case of default.

- (a) recover all the amount of the loan or any amount remaining unpaid including interest as a civil debt;
- or

(b) enforce or realize any security offered in relation to the loan;

(c) engage the guarantor as under sec 15 (6 and 7).

(2) The Board may, in exercising any of the powers conferred by subsection (1), engage the services of a private legal practitioner or a debt recovery agent.

(3) the board shall give notice of not less than thirty days prior to any action referred in (1) above.

(4) Those who have committed trade related offences shall, within a period of two years or as the board may deem fit not be eligible for consideration for a loan under this Act.

18. The Credit scheme fund shall consist of—

Capitalisation of the Credit Scheme fund.

(a) monies allocated and provided to the scheme from the County budget by the County Assembly from time to time;

(b) sums from the repayment of the capital and interest of any loan granted from the Credit Scheme;

(c) income from any investment made under this Act;

(d) any grants, gifts, donations or other contributions given to the scheme;

(e) monies that may vest in or accrue to the scheme in the course of the exercise or performance of the functions of the Board under this Act;

(f) monies from any other lawful source accruing to the scheme; and

(g) all monies devolved from the national government to assist MSMEs in the counties.

19. (1) There shall be paid from the Credit Scheme with the approval of the County Executive Committee Member—

Scheme Expenditure.

(a) loans to small scale traders and entrepreneurs to facilitate investment in micro, small and medium enterprises in accordance with the terms and conditions set by the Board;

No. 3 *Migori County Trade Development Credit Scheme*

(b) operational expenses incurred in the administration of the Credit Scheme; and

(c) monies that are necessary for the functioning of Board.

(2) The expenses incurred under paragraphs (b) and (c) above shall be minimal considering the sustainability of the scheme and shall be approved by the board.

20. (1) The Board shall open a bank account of the Scheme and such other accounts of the Board in any stable commercial banks, decided by the Board with the approval of the County Executive Committee Member in-charge of Trade. Bank account.

(2) The operations of the board account shall be as stipulated in the First schedule.

21. The financial year of the Scheme shall be the period of twelve months beginning on the first day of July and ending on the thirtieth day of June in the following year. Financial year.

22. (1) At least three months before the commencement of each financial year, the Board shall cause to be prepared estimates of the income and expenditure of the Board and the Scheme for that year. Estimates of income and expenditure.

(2) The annual estimates shall make provisions for all the estimates of expenditure of the Board and the Scheme for the relevant financial year and shall provide for—

(a) the grant of loans to qualifying applicants; and

(b) the cost of the administration and operations of the Board, including payment of , allowances, and other charges payable to the staff and members of the Board.

23. (1) The Board shall cause to be kept proper books and records of account of the income, expenditure, assets and liabilities of the Scheme in accordance with this Act Accounts and audit.

(2) Within a period of three months after the end of each financial year, the Board shall submit to the Auditor-General the accounts prepared under subsection (1) in respect of that year together with a statement of—

(a) the income and expenditure;

(b) the assets and liabilities of the Scheme on the last day of that financial year.

(3) The annual accounts referred to under this section shall be prepared, audited and reported upon in accordance with the provisions of Articles 226 and 229 of the Constitution.

24. (1) The Board shall, within a period of three months after the end of each financial year or within such longer period as the County Executive Committee Member may approve in writing, submit to the County Executive Committee Member a report of the operations of the Credit Scheme during that year.

Board Reports.

(2) The Board shall, after submission of the report to the County Executive Committee Member, publish the report and submit it to the County Assembly.

(3) The County Executive Committee Member shall submit the report to the County Assembly, including the balance sheet and the statements of accounts, within a period of fourteen days of the receipt of the reports and statements, or, if the County Assembly is not sitting, within fourteen days of the commencement of its next sitting.

PART IV—MISCELLANEOUS PROVISIONS

25. No act, matter or thing done or omitted to be done by—

Protection from personal liability.

(a) any member of the Board or its sub-committee;

(b) any member of staff or other person in the service of the Credit Scheme, or any person acting under the direction of the Board or Unit, shall, if that act, matter or thing was done or omitted to be done in good faith in the execution of a duty or direction, render that member or person personally liable to any civil liability.

26. (1) The County Executive Committee Member may, after consultation with the Board, make regulations generally for the better carrying out of the provisions of this Act, and without prejudice to the foregoing, may make regulations in respect of the following—

Regulations.

(a) the procedure for receipt, processing and approval of applications for loans and the granting of loans to applicants;

No. 3 *Migori County Trade Development Credit Scheme*

- (b) guideline on determining interest to be charged on loans advanced;
- (c) the preparation and maintenance of borrowers' records;
- (d) the procedure for withdrawal, recovery and cancellation of loans already granted;
- (e) the procedures for determining the process to deal with loan defaulters; and
- (f) generally for better carrying into effect the provisions of this Act.

FIRST SCHEDULE S 1
PROVISIONS RELATING TO THE PROCEDURES
AND CONDUCT OF BUSINESS AND AFFAIRS OF
THE BOARD

1. (1) The Board shall meet at such place as the chairperson may determine and the meetings shall be convened by the secretary in consultation with the chairperson with the approval of the County Executive Committee Member. Meetings.

(2) The Board shall have at least four meetings in every financial year.

(3) Unless three quarters of the members otherwise agree, the secretary shall give at least seven days' notice in writing of a meeting.

(4) The chairperson may, at his or her discretion or at the written request made by at least half of the members and within seven days of the request, convene an extraordinary/special meeting at such time and place the Chairperson may appoint and the agenda approved by the County Executive Committee Member.

(5) Every meeting of the Board shall be presided over by the chairperson and in his or her absence a person nominated by the Board among themselves as the case may be at that particular meeting or part thereof.

(6) The Secretary shall take and keep all minutes and proceedings of all Board meetings.

(7) The Board may invite any person to attend any of its meetings and to participate in its deliberations, but such person shall not have a vote in any decision of the Board.

(8) Subject to this Bill, the Board shall regulate its own proceedings.

2. (1) If any person has a personal interest in any matter before the Board, and is present at a meeting at which the matter is the subject of consideration, that person shall as soon as is practicable after the commencement of the meeting, declare such interest and shall not take part in any consideration or discussion of, or vote on any question touching such matter. Conflict of interest.

(2) A disclosure of interest made under subparagraph (1) shall be recorded in the minutes of the meeting at which it is made.

3. (1) Subject to subparagraph (2), the quorum at any meeting of the Board shall be a half of the appointed members. Quorum.

(2) Where the persons present at a meeting of the Board do not constitute the quorum necessary to hold a meeting under this Act or where by reason of exclusion of a member from a meeting, the number of members present falls below the quorum necessary to hold a meeting, the Board shall postpone the consideration of the matter in question until there is a quorum.

4. A question before the Board shall be decided by simple majority of the members present and the chairperson shall, in the case of an equality of votes, have a casting vote. Voting.

5. (1) A person wishing to be considered for the grant of a loan shall make an application in the prescribed form as in the Second Schedule. Application and processing of loans and grants.

(2) The Board shall consider all applications submitted to it in accordance with this Act and may accordingly accept or reject any application for a loan.

(3) Where it accepts any application, the Board, will grant a loan to the relevant qualifying applicant.

(4) Where the Board rejects any application, it shall, as soon as is practicable, notify the applicant of the rejection in writing giving reasons why the application was rejected.

6. (1) An applicant for a loan under the Scheme shall be required to comply with the conditions in the First Schedule—

Conditions for grant of loan.

- (i) be a county resident—
 - (a) must have been in business activity for at least six months prior to making application;
 - (b) must satisfy the Board that the applicant keeps simple business records/ or books of accounts;
 - (c) should operate from business premises or location;
 - (d) must be the owner or authorized person of the business;
 - (e) the business must be a legally recognized business by the relevant government organs;
 - (f) appropriately fill the prescribed loan application form;
 - (g) avail identification document including national identity card or passport or certificate of incorporation or registration certificate or both;
 - (h) the minimum loan amount shall be KSh. 10,000 and maximum KSh. 500,000 and shall be revised from time to time by the board which must be approved by the County Executive Committee Member;
- (ii) must secure the loan through any one of the following—
 - (a) properly charged land certificates;
 - (b) properly charged shares of companies traded in the country Security Exchange;
 - (c) properly charged life insurance policy properly executed guarantees from employees of public institutions on payroll.
 - (d) any other reliable securities the Board may recommend and approved by the County Executive Committee Member.

7. (1) The Board shall open a bank account for the Scheme and any such other accounts in any stable

Bank account.

commercial banks decided by the Board with the approval of the County Executive Committee Member-in-charge of Trade.

(2) The signatories to the bank accounts maintained under subsection (1) shall be the County Trade Development Officer and any other two from the three persons appointed by the Board with the approval of the Chief Officer and concurrence of the County Executive Committee Member.

(3) The signing instructions shall be such that the signature of the Secretary to the Board shall be mandatory on all payment or other instrument intended for actual release of money from the Scheme bank account, in addition to any other two signatories.

8. (i) Application form MCTCS 1

Prescribed forms and Board's documents.

(ii) Loan Vetting Form MCTCS 2

(iii) Loan Agreement Form MCTCS 3

SECOND SCHEDULE

S 2

FORM MCTCS 1

MIGORI COUNTY TRADE DEVELOPMENT CREDIT SCHEME

LOAN APPLICATION FORM

A. PERSONAL PARTICULARS

1. Full names of applicant-----
2. Applicant details—
 - i. I.D. Number-----
 - ii. Home County-----Sub County-----Ward-----
 - iii. Location-----Sub Location-----
3. i. Postal address-----Post Code-----Town-----
 - ii. Email address-----Telephone/Mobile no-----
4. Next of kin-----
5. Education level-----Other business or technical training--
-----Give details-----
6. For how long have been in business? -----
7. Are you in paid employment? -----
8. Other sources of income-----

9. Are you physically challenged?.....; if so
state briefly.....

B. BUSINESS DETAILS

1. Name of business if any-----
2. Physical Business Address—
 - i. Plot /Stall Number-----Market/Centre-----
 - ii. Road/Street-----Sub County-----Ward-----
3. Legal Status of business (Registered/Unregistered) -----
4. Form of Business (Sole Proprietor, Partnership, Company, Group) Give
details (Names,
contacts and occupations of partners/officials)-----

-
- 5. Nature of trade /business carried or proposed-----
 - 6. How long have you been in business-----?
 - 7. How long has this business been in operation-----
 - 8. How many employees involved in this business? -----
 - 9. What is the monthly average -----
 - i. Sales-----ii. Business expenses-----
 - ii. Net profit-----iii. Current stock-----
 - 10. Name and contacts of owner of premises-----
 - Rent paid-----
 - 11. Type of business records kept-----
 - Who does the recording? -----
 - 12. Does the business have a bank account? -----

C. LOAN DETAILS

- 1. Amount of loan required-----
- 2. Purpose of loan applied for (Give details) -----
- 3. What type of security will you offer for the loan? -----
- 4. Details of at least two referees—
 - i. Name-----Address-----Post code--
 - Town-----Email-----
 - Telephone/Mobile-----Signature-----
 - ii. i. Name-----Address-----Post
 - code-
 - Town-----Email-----
 - Telephone/Mobile-----Signature-----

5. I Hereby understand that:-

- i. if granted loan I will put it into the intended use and will abide by the regulations governing it, and
- ii. that all the facts in this application are true and will be verified in the place of business and application will be rejected if any information is found to be untrue.

No. 3

Signature of Applicant-----Date-----

OFFICIAL USE ONLY

RECOMMENDATIONS

Area ward administrator-----

Area Chief-----

Trade development officer:-

Amount recommended KSh.-----

Name-----Signature-----Date-----

Board Recommendation:-

Amount approved-----

Signatures 1.Chairman-----

2. Secretary-----

Terms and conditions-----

Remarks (Loan taken or not) -----

THIRD SCHEDULE

S 3

FORM MCTCS 2

MIGORI COUNTY TRADE DEVELOPMENT CREDIT SCHEME

LOAN APPRAISAL FORM

A. PERSONAL DETAILS

Name of applicant-----ID Number-----

Postal Address-----Post code-----Town-----

Email address-----ID Number-----

Telephone/Mobile Number-----

B. BUSINESS DETAILS

Type of business-----

How long has the business existed-----?

Ownership:-Sole/partnership/company/group-----

Is the business registered-----if yes give name-----

Business license/Permit-----

Business Premises:Type of building-----Condition-----layout and
cleanliness-----Ownership (own or rented) -----Name, address and
telephone/mobile number of owner if rented -----

Monthly rent KSh-----

Business Records:

Cash Book-----Debtors-----

Creditors-----

Stock book-----Others-----

Who keeps/records the books? -----

Are books kept up-to-date? -----

Are personal drawings recorded if any-----?

Bank name-----

No. 3

C. BUSINESS PERFORMANCE

What are your average sales per month? -----

What is the cost of your purchases per month? -----

What are your average monthly business expenses? -----

What is the average value of the saleable stock? -----

What is the business average monthly net profit? -----

D. OTHER DETAILS

Security-

Type of security-----

Approximate value-----

Adequacy of the security-----

Business environment—

Surrounding business competitors-----

General Safety (security) -----

E. LOAN APPRAISAL SCORE SHEET

	Parameters	Maximum score (%)	Actual score	Remarks
1	Purpose of loan	30		
2	Business performance	20		
3	Ability to pay	20		
4	Security/collateral	20		
5	Amount applied in relation to business needs	10		

Recommendations -----

Trade Development Officer/Secretary's Comments/Recommendations

Name-----

Date-----

Signature-----