

# SHERIA SACCO SOCIETY LTD



## FOSA PERSONAL / JOINT ACCOUNT OPENING FORM (Attached copy of I.D)

ACCOUNT NAME:.....

A/C TYPE:.....

Ordinary Savings  Business  Holiday  Medical  Junior  Education

### 1ST APPLICANT

Mr./Mrs./Miss/Dr./Hon.Justice(As per I.D.) \_\_\_\_\_

PJ/PF/MNO	GENDER	DATE OF BIRTH (DD/MM/YY)
MARITAL STATUS	NATIONALITY	ID/ PASSPORT NO
EMAIL ADDRESS	PHYSICAL RESIDENCE	MOBILE PHONE NO
POSTAL ADDRESS	POSTAL CODE	TOWN
NEXT OF KIN	RELATIONSHIP	TEL. NO/ADDRESS OF NEXT OF KIN

### 2ND APPLICANT FOR JOINT ACCOUNT

Mr./Mrs./Miss/Dr./Hon.Justice(As per I.D.) \_\_\_\_\_

PJ/PF/MNO	GENDER	DATE OF BIRTH (DD/MM/YY)
MARITAL STATUS	NATIONALITY	ID/ PASSPORT NO
EMAIL ADDRESS	PHYSICAL RESIDENCE	MOBILE PHONE NO
POSTAL ADDRESS	POSTAL CODE	TOWN
NEXT OF KIN	RELATIONSHIP	TEL. NO/ADDRESS OF NEXT OF KIN

### 3RD APPLICANT

Mr./Mrs./Miss/Dr./Hon.Justice(As per I.D.) \_\_\_\_\_

PJ/PF/MNO	GENDER	DATE OF BIRTH (DD/MM/YY)
MARITAL STATUS	NATIONALITY	ID/ PASSPORT NO
EMAIL ADDRESS	PHYSICAL RESIDENCE	MOBILE PHONE NO
POSTAL ADDRESS	POSTAL CODE	TOWN
NEXT OF KIN	RELATIONSHIP	TEL. NO/ADDRESS OF NEXT OF KIN

### A) Employment Details

1.Name of employer :	
2. employer address,:	
3.Station:	

### B)If self employed

1. Name of business	
2. Registration number if registered	

## INDEMNITY CLAUSE

I/we agree that this account shall be operated solely at the discretion of the SACCO and hereby indemnify the SACCO at my/our cost against any loss incurred or claims arising out of the account being closed without notice because of unsatisfactory performance.

## SACCO LINK CARD APPLICATION

I authorize Sheria Sacco to issue an ATM card to my account and warrant that the information given is true and complete. I authorize you to make any enquires necessary in connection with the applicant. I accept and agree to be bound by the conditions of use, detailed below (as amended from time to time). I agree that I will be liable for all charges incurred through the use and application of this card. I understand that my application can be declined by Sheria Sacco without giving reasons to the extent permitted by law.

Issue ATM

Do not Issue ATM

Names	Signature	Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

## FOR OFFICIAL USE ONLY

Application Completed and Verified By:

Name	Designation	Sign	Date
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

Approved By:

Name	Designation	Sign	Date
_____	_____	_____	_____

Account No: \_\_\_\_\_

Endorsement Done By: FOSA Committee

Sign \_\_\_\_\_

Date \_\_\_\_\_

## TERMS AND CONDITIONS

### DEFINITIONS OF TERMS

- The "Sacco" refers to the SHERIA Company Society
- The "Bank" refers to the Co-operative Bank of Kenya Ltd.
- "Branch" Means a branch of the SHERIA Sacco
- "Business day" means a day on which banks are normally open for ordinary business in Kenya excluding Saturday, Sunday and gazetted public holidays
- "Customer instructions" means any request or instructions from Cardholder to the Sacco or bank
- "Sacco link" refers to the Sacco electronic debit card.
- "Pin" means any confidential password, code or number whether issued to the Sacco by the bank which may be used to access Co-op Switch network.
- "ATM" means Automatic Teller Machine.
- "Sacco Cardholder" Refers to a Sacco Customer who has been issued with an ATM transaction charges
- "24hr service hotline" refers to the telephone number on the reverse side of the Sacco link Card.
- "HOT CARD" a card that is reported stolen or lost.

### JOINT ACCOUNT

Account held jointly by two or more persons whose mandate is "Any to sign" Accounts which required more than one signatory will not be issued with Sacco link.

### GENERAL CONDITIONS

- The Sacco link card is neither a credit card nor a cheque guarantee card and shall not be presented as such.
- The Sacco link card is for use only at Co-op Bank ATMs, other Bank Visa branch, and at Visa branded merchant point of sales.
- The Sacco Bank reserves the right to withdraw the use of Sacco link Card or to realize request for authorization of any Sacco link card transaction at any time and without prior notice.
- The Sacco link card once issued to the Cardholder is not transferable.
- The Sacco link Card is the property of the Sacco and Card holder undertakes a return the card to the Sacco or Sacco Fosa on demand.
- The card must not be used for any unlawful purpose, including the purchase of goods or services prohibited by local and international law.

### USE OF PERSONAL IDENTIFICATION NUMBER (PIN)

- The card Holder will be issued with a PIN
- The Cardholders shall exercise due care and attention to ensure safety of the card and secrete of the pin at all times and to prevent the loss of an or use of the card or PIN by any third party.
- The Sacco is authorized to debit the Cardholder's account with all amounts withdrawn by means of the Sacco Link Card using the PIN.
- The cardholder must not put the card and PIN together. The cardholder should change the PIN immediately on suspicion the PIN is compromised.

### LOST/STOLEN SACCO LINK CARD

- If the SaccoLink Card is lost or stolen or misplaced the cardholder must notify the Sacco or call the number on the reserve side of the SaccoLink Service Point. Verbal notification must be confirmed in writing immediately and a lost/stolen Letters of Indemnity shall be signed by the Card Holder.
- A lost or stolen card notice shall indicate the particulars of the cardholder including name, address, Branch that issued the card, account number, card number and date of reporting. Once the notice is received the particulars of the Lost/Stolen SaccoLink Card will then be input on the Hot Cards lists.
- In case of dispute over effective dated and time of reporting Lost/or theft, in relation to 1 above the time and date of receipt of the written confirmation shall be regarded as the date of notification to the Bank.
- The Cardholder shall be liable in respect of any transaction instructions affecting the Sacco account that is given with a valid PIN.
- The Cardholder shall give to the Bank or any persona acting on Bank's behalf all necessary assistance in any investigations, avail all information as to the circumstances of the loss or theft of the SaccoLink Card, and take all reasonable steps to assist recovery of the SaccoLink Card.
- A lost card that is recovered by the Cardholder should be returned to the nearest branch of the Sacco. The Sacco or Bank has discretion on approving continued use of such a card.
- If the report of a loss or theft of card is communicated by someone other than the cardholder, the Sacco/Bank shall not be held liable for any damages thereto.

### SIGNATURE

The Cardholder should sign on the panel provided on the reverse of the card on receiving the card. The signature should be similar to that on the National ID otherwise the card may be rejected by merchants.

### 24HR SERVICE HOTLINE

The card24 hr hotline number is found on the reverse side of the SaccoLink Card cardholder should keep the 24hr hotline number in their mobile number or frequently used telephone book.

### REPLACEMENT OF CARD

The Sacco shall replace lost or damaged card within 2 weeks. The cardholder will be expected to pay for the replacement of the card at a rate that may change from time to time.

### FORGOTTEN PIN

If a PIN is forgotten the Cardholder shall return their SaccoLink Card to the Sacco where a replacement card will be ordered at fee.

### CANCELLATION, STOPPAGE OF SACCOLINK CARDS AND PAYMENT

- This Cardholder may at time cancel his/her SaccoLink Card by returning it to the point of issue if the return is made by mail the card must be cut into two.
- Payment made by means of SaccoLink debit Card is irrevocable.
- In case of a problem the Bank/Sacco may at any time cancel and/or stop a card without notice or assigning any reason and without incurring any liability to the Cardholder until a solution is found.
- On closing of the account on which the SaccoLink Card is operated, it shall be duty of Cardholder to return the Card immediately to the point of issue.

### CHARGES

The Sacco shall levy charges for the use of the service which may change from time to time. The Cardholder shall be informed of such changes by notice in Sacco Branches.

### LIABILITY OF A CARDHOLDER

Subject to above condition, Cardholder shall be fully liable in respect of each transaction instructions.

### ACTS THAT DO NOT BIND EITHER PARTY

Neither party shall be liable for failure or delay in the performance of its obligations under this agreement to the extent that such failure or delay is caused by matters beyond that party's reasonable control including but not limited to destruction arising out of war, rebellion, civil commotion, strikes, lockouts and industrial disputes, the explosion, earthquakes and/or other seismic activity, acts of God, flood drought or bad weather, the unavailability or other media or other acts or order of any government department, council or other constituted body. Notice of these circumstances shall be given to other party as soon as practicable. For so long as performance of these obligations is suspended the other party may similarly suspend performance of its obligation.

### AMENDMENT

These terms and conditions may be amended at any time by notice from the Sacco to the Cardholder. The Cardholder will be informed of such amendments by notice at Sacco's branches. Any such amendments shall be deemed to be effective and binding upon the Cardholder upon publication of the notice.