

SHERIA SACCO SOCIETY LIMITED



PHOTO

HEAD OFFICE

Tel: 020 - 7801500,
 P. O. Box 34390-00100, Nairobi
 Email: bosa@sheriasacco.coop,
 Website: www.sheriasacco.coop

SACCO FOSA OFFICE

Milimani Law Courts, 2nd Floor, Community
Tel: 020 - 7801500,
P.O. Box 34390-00100, Nairobi,
Email: bosa@sheriasacco.coop

* Complete Your Details in Capital Letters

*Attach a copy of your National I.D/Passport, Marriage certificate/Affidavit and ID's of dependants.

1. DETAILS OF THE APPLICANT

Mandatory details: Photo, Email address, Postal address, Mobile phone number

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

PJ/PF/STAFF NO	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

2. EMPLOYMENT DETAILS

SALARIED/SELF EMPLOYED/RETIRED	NAME OF EMPLOYER	PHYSICAL LOCATION
POSTAL ADDRESS	POSTAL CODE	TOWN
TELEPHONE NUMBER	OCCUPATION/DESIGNATION	

3. BUSINESS DETAILS (To be completed by a business applicant)

BUSINESS NAME	BUSINESS PHYSICAL LOCATION
POSTAL ADDRESS	NATURE OF BUSINESS
APPROXIMATE MONTHLY INCOME (KSHS)	

4. CONTRIBUTION DETAILS

I wish to make a monthly contribution of Kshs _____ Effective date (mm/yy) _____
Proposed mode of remittances Check off ☐ Standing Order ☐ Cash Deposits ☐
Have you ever been a member of Sheria Sacco Ltd in the past _____?
Have you ever been a member of another Sacco _____ which one _____?
Membership fee to be paid to;

Sheria Sacco Society Ltd,
Cooperative Bank of Kenya,
Upper hill Branch,
A/C No: 01120040133000

5. BURIAL BENEVOLENT FUND REGISTRATION

Single ☐ Married ☐

NAME OF NEXT OF KIN	DATE OF BIRTH	RELATIONSHIP	CONTACT

NB: Kindly attach the following documents :-

1) Marriage Certificate / Affidavit 2) Children Birth Certificate 3) Copy Identity Card for Spouse

6. DECLARATION

I confirm that the information given above is true to the best of my knowledge. By signing on this form, I request you to open an account in my name(s) provided. I agree to abide by the by-laws of this society. I have read and agreed to abide by the Terms and Conditions of this application.

I agree that this account shall be operated solely at the discretion of the society and hereby indemnify the society at my cost, against any cost incurred or claims arising out of the account.

Applicant's Signature _____ Date _____

Name of Witness _____ Membership No. _____ Signature _____ Date _____

7. FOR OFFICIAL USE

Date of Admission.....

Recovery effected by (Name)..... Date.....

Signature..... W .E.F.....

Membership Acknowledged by (Name)..... Date.....

8. TERMS AND CONDITIONS

Membership Eligibility- Bylaw no.9

Any natural, legal or a group of person(s) eligible for membership of the society may apply to be members by completing an

“application for membership” form, and may be admitted if they meet the following requirements:

- Is within the field of membership provided for in the bylaws.
- Is not less than eighteen years of age, if a natural person.
- Is not a member of another salary based Sacco in the country.
- Is not directly, a money lender or carrying out such activities detrimental to the objectives of the society.
- Is of good character.
- Has regular income from employment, business or trade.
- Has paid entrance fee and minimum shares as prescribed in the membership policy.
- Has completed member's nominee card, appointing a nominee(s).
- Has completed member's burial benevolent fund form, appointing dependant(s).
- Has understood the objectives of the Society, his obligations as a member and other membership requirements as stated in the Society By-law.

Members' Rights - Bylaw no. 14

The following are the rights that you enjoy as a member of Sheria Sacco:

- Receiving, periodically and regularly, or upon request, and at least once a year, a statement of accounts containing the individualized record of your credit and debit transactions.
- Attending and participating in elections within the electoral zone. Each member shall have one vote irrespective of his/her total shareholding.

- c) Electing representatives to attend and participate at a general meeting.
- d) Electing or be elected as an officer of the Society, unless otherwise prohibited by any other law or these By-laws.
- e) Using the Society's services according to the policies and procedures approved by the Board of Directors.
- f) Submitting projects or initiative to the Board of Directors, for the improvement of the Society's services.
- g) Appointing a nominee.
- h) Participating in the sharing of the Society's surpluses.
- i) Accessing all legitimate information relating to the Society, including internal regulations, registers, minutes of the General Meetings, Supervisory Committee reports, annual accounts and inventories, investigation reports, at the registered office of the Society, subject to the Society's policies and regulations in force at the time.
- j) Voting on all matters put before the electoral zone.
- k) Enjoying all other rights as prescribed by the Co-operative Act and the Rules.

Members' Obligations - Bylaw no. 15

As a member of Sheria Sacco you are obliged to:

- a) On admission, contribute Kshs. 20,000 share capital that is non withdrawable but transferrable to another member.
- b) On admission, pay a non recurrent fee to consist of Kshs. 1,000 being membership registration, Kshs. 200 being Burial Benevolent Fund registration and Kshs. 500 being FOSA Account opening. A member is also required to make mandatory monthly Burial Benevolent Fund contributions amounting to Kshs. 200.
- c) Make a mandatory minimum monthly contribution of Kshs. 2,000.
- d) Be faithful and honest in all your dealings with the Society.
- e) Observe the law, the rules and these By-laws whenever transacting any business with the Society.
- f) Observe the code of conduct and ethics of the Society, and in particular desist from any corrupt practices in all dealings with the Society.
- g) Refrain from engaging in the business of money lending in competition with the Society.
- h) Protect the image of the Society and avoid unnecessary publicity, incitement or careless talk that can injure the reputation of the Society.
- i) Inform the Chief Executive Officer in writing of change of my physical address and contact details whenever they occur.
- j) Pay my debt obligations to the Society without fail and save regularly with the Society.
- k) Seek cooperative education to improve my awareness and enlightenment on cooperative matters.
- l) Attend meetings and education forums and take part in Society's decision-making.
- m) Inform non-members and encourage them to join the Society.
- n) Identify problems affecting the Society and suggest solutions.
- o) Participate in the Society's projects, both physically and financially.
- p) Make use of the services of the Society as stated in its objects.
- q) Comply with these By-laws, the Co-operative Act, the Sacco Act, Rules, Regulations and resolutions of General Meetings.

General Conditions of Use of the Sacco link Card

- a) The Sacco Link Card is neither a credit card nor a cheque guarantee card and shall not be presented as such.
- b) The Sacco Link Card is for use only at Coop Bank ATMs, other Bank Visa branded ATMS and at Visa branded merchant point of sales.
- c) The Sacco/Bank reserves the right to withdraw the use of Sacco Link card transaction at any time and without prior notice.
- d) The Sacco Link Card once issued to the Cardholder is not transferable.
- e) The Sacco Link Card is the property of the Sacco and the Card holder undertakes to return the card to the Sacco or Sacco/Fosa on demand.
- f) The card must not be used for any unlawful purpose, including the purchase of goods or services prohibited by local and international law.
- g) Terms and conditions for use of the Sacco Link Card apply. These terms and conditions may be amended at any time by notice from the Sacco to the Cardholder.