

# THE COUNTY GOVERNMENT OF TAITA TAVETA

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P O Box 1066-80304  
WUNDANYI

## **APPLICATION FORM FOR TAITA TAVETA COUNTY EXECUTIVE STAFF CAR LOAN**

### **PART 1**

**TO: OFFICER ADMINISTERING CAR LOAN FUND  
COUNTY GOVERNMENT OF TAITA TAVETA**

#### **A. PERSONAL DETAILS**

1. Name .....
2. ID No. ....
3. PIN No. ....
4. Personal No. ....
5. Date of birth .....
6. Address .....
7. Physical Address .....
8. Telephone/Mobile No. ....

#### **B. NEXT OF KIN PERSONAL DETAILS**

9. Name .....
10. ID No. ....
11. PIN No. ....
12. Date of birth .....
13. Address .....
14. Physical Address .....
15. Telephone/Mobile No. ....
16. Relationship .....

**C. MOTOR VEHICLE DESCRIPTION**

Make..... Model..... Type of Body.....

Engine No..... Chassis No..... Registration .....

Year of Manufacture..... New or Second Hand ..... **(if the vehicle is**

**second hand- report by a registered valuer should be attached).**

**D. PRICING**

Particulars of accessories and value if included in the cost price of vehicle:-

Cost price of vehicle ..... Kshs. ....

Tracking/Alarm System Cost ..... Kshs. ....

Cost price of Vehicle ..... Kshs. ....

Add Insurance Premium (If to be Paid by the Fund).....

**Total Loan Amount applied for** **Kshs. ....**

Name of Insurance Company .....

Name of Supplier .....

Address of Supplier .....

(In the event of supplier not being a recognized Motor Vehicle Dealer, vendor must produce proof that he is the owner of the Motor Vehicle AND a Valuation Report. This should be original Log Book, Sales Agreement or other such evidence of ownership as may satisfy the Fund).

Approximate date of delivery .....

**E. ACKNOWLEDGEMENT**

1. I undertake to have the car registered in the name of County **Government of TAITA TAVETA** and myself.
2. I undertake to register a charge in favour of County **Government of TAITA TAVETA** entitling **County Government of TAITA TAVETA** to sell the Motor Vehicle in the event of breach of the terms and condition of the Loan Agreement.
3. I wish to pay the amount due under that Purchase Agreement by **Monthly Installment** recoverable from my salary and any other allowances of Kshs. ....
4. I agree to cover the vehicle Comprehensively and provide prove of the same immediately.
5. In the event of my leaving the office before clearing the Loan. I agree to have the outstanding Loan amount be recovered from my Gratuity and other accrued Benefits.

Date..... SIGNATURE .....

**PART II**

**RECOMMENDATION BY THE OFFICER ADMINISTERING THE FUND**

- 1. I certify that Hon./Staff ..... is eligible for a motor Vehicle Loan and has a current net salary of Kshs. ....
- 2. I certify that payment of the monthly installments will not cause financial embarrassment and
- 3. I recommend that Hon./Staff ..... application be approved in full subject to his/her ability to service the loan.

A limit of Kshs. .... payable in ..... months.

DATE ..... SIGNATURE .....

**OFFICER ADMINISTERING THE FUND**

**PART III**

**APPROVAL BY LOANS MANAGEMENT COMMITTEE**

**TO: TAITA TAVETA COUNTY EXECUTIVE EMPLOYEES CAR LOAN AND MORTGAGE REVOLVING FUND**

The Loan Management Committee in their meeting of (date) .....via Minute No. .... approved Hon./Staff .....’s Application of Kshs. .... in respect of the Vehicle Loan to be repaid over a period of 12 months for each year of the loan.

DATE .....

SIGNATURE .....

**CHAIRMAN OF LOANDS MANAGEMENT COMMITTEE**

**VIII. FINANCIAL APPRAISAL**

- 1. A third of Net salary/House Allowance Kshs.month.....
- 2. Monthly Deductions including interest and cost of mortgage insurance Kshs.....
- 3. I certify that after the monthly installments there will remain a net salary of Kshs..... which is more/less than one third of total earnings.

I recommend Mr./Hon./Mrs./Miss.....proposal

Be/is not approved.....

Date .....signed .....

**Director Human resources /Payroll manager**

