

REPUBLIC OF KENYA

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TRADE DEVELOPMENT JOINT LOAN BOARD

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TRADERS LOAN APPLICATION

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BARUA YA MKOPO KWA WAFANYI BIASHARA

1. Full name of applicant/s.  
(BLOCK LETTERS)

Jina kamili la Muombaji/Waombaji

.....  
(HERUFI KUBWA)

2. I.D. Number/s  
Namba

ya/za

Kitambulisho

.....  
District.

Location

Wilaya ..... Mtaa .....

Sub-Location.

Kijiji

.....  
Chief.

Sub-chief

Chifu ..... Chifu-Mdogo .....

3. Postal Address.  
Anwani

ya

Posta

- .....  
.....  
.....  
4. What standard of education has applicant completed.  
Muombaji amehitimu elimu gain

.....  
5. Has applicant received any commercial or technical training – give details.  
Muombaji anayo elimu y ubiashara au ujuzi mwinginge wowote wa biashara – andika maelezo kamili.  
.....

6. Address of business: Plot Number.  
Anwani ya biashara: - Namba ya Puloti  
.....

Market or Road District  
Soko au Njia ..... Wilaya .....

7. Nature of trade or business carried on/proposed by applicant.  
Aina ya biashara au kazi unayoendesha/unayotumaini kuanzisha.....  
.....  
.....

8. Number of employees regularly engaged by applicant.  
Kwa kawaida muombaji huwa akiandika watumishi wanagapi  
.....

9. Has applicant any interest other than referred to in (7) above; if so, give details i.e farm, other business.  
Muombaji anayo kazi ingine inayompendeza mbali na namba (7) aliyotaja juu, ikiwa anayo aandike maelezo kamili, kwa mfano: - Ukulima, na biashara nyinginezo.....  
.....  
.....

10. Is the business: - a private or limited company, registered partnership, unregistered partnership, registered business – give details.

Biashara ni yako mwenyewe au umeshirikiana na wengine, imeandikishwa (registered) au haijaandikishwa,; andika maelezo kamili biashara yako ni ipi kati ya hizi:-

Private au Public Limited Company, Partnership, iliyoandikishwa au isiyoandikishwa, Biashara ni yako pekee na iloyandikishwa, au ni isiyoandikishwa.

11. Name, address and occupation of each partner.

Jina, anwani na kazi ya kila mshirika  
.....  
.....  
.....  
.....

12. Is the applicant in paid employment?

Muombaji anayo kazi nyingine anayolipwa mshahara  
.....

13. Amount of loan required sh.

Kiasi cha mkopo kinachotakiwa Sh.  
.....

14. What security can applicant offer (Land, Buildings, Machinery, Vehicles, Cattle, Cash)?

Muombaji aweza kutoa thamana gani (shamba, Jumba, Mashine, Mitokaa, Mifugo,Pesa)  
.....  
.....

15. What does the applicant estimate is the value of his present saleable stock.

Muombaji anakisia ana bidhaa za thamani gani ambazo ni za kuuza wakati anapojaza barua ya mkopo  
.....

16. Does the applicant own the building in which he conducts his business.

Mjengo muombaji anakoendesha biashara ni mali yake  
.....

17. If the business premises are rented state: - Name and address of the owner of the premises

Ikiwa umekodishwa mjengo, andika jina na anwani ya mwenye mjengo.

.....

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Monthly rent payable and length of unexpired portion of lease.  
Malipop ya kila mwezi na muda uliobakia wa maagano na mwenye mjengo kuendesha biashara humo.....

18. What current monthly expenses does the applicant have to meet in connection with his business Sh?

Unalipa gharama gani kila mwezi kutokana na kazi yako Shs.  
.....

19. Total debts of applicant at date of application: -

Private Business.

Jumla ya pesa muombaji alionazo wakati wa kujaza barua ya mkopo.  
maombi.

Binafsi ..... Biashara

.....

20. (a) What books of account does the applicant keep?  
Muombaji huandika vitabu gani vya hesabu

.....

(b) Does he issue invoices?  
Hutoa karatasi za kuuza

.....

(c) Does he operate credit accounts?  
Hukopesha

.....

(d) Does he keep the books himself?  
Hujiandikia vitabu mwenyewe.....

(e) What is his average monthly gross profit?  
Wastani ya mapato ya biashara yako ni kama kiasi gani kwa mwezi  
sh.....  
.....

21. Has the applicant a current or savings bank account: State with which bank and which branch. (The last bank statement should accompany the application)?

Unaweka akiba yako kwa njia isiyo ya mazao (current account) au kwa njia inayokupatia mazao (savings bank account): ni katika banki gani, iliyoko wapi (lete bank statement pamoja na barua hii).....

22. How is the loan to be used if granted? (Give full details)

Mkopo utatumiwa je iwapo muombaji atapatiwa – andika maelezo kamili  
.....  
.....  
.....

23. Has the applicant ever had a civil or criminal conviction? If so give details.

Muombaji ameisha hukumiwa kwa makosa ya (civil au criminal), ikiwa ameisha patikana na mojawapo ya hayo, aandike maelezo kamili .....

24. Has the applicant applied for or received a loan from any other source during the past five years?

Umepata kuomba au kupata mkopo mahali pengine popote kwa miaka mitano iliyopita  
.....

25. Names and addressed of two referees.

Majina na anwani za wathanini wawili.....  
.....  
.....

I understand that –

- (i) If I am granted a loan I must continue to maintain acceptable books of accounts;

And:

- (ii) That all the facts given above will be checked at my place of business and that my application will be rejected outright if I have given any false information.

Date .....

Signature of Applicant

Naelewa hivi –

- (i) nikipatiwa mkopo ni lazima kuendelea kuweka vitabu vya hesabu vinayokubaliwa;

Na:

- (ii) maelezo yote yalioandikwa hapa juu yatakaguliwa katika biashara yangu, na hivyo barua yangu ya mkopo inaweza kukataliwa kabisa ikiwa nimeandika maelezo ya uwongo.

Tarehe .....

Sahili ya Muombaji

N.B: - If there is insufficient space on this form to answer all the questions fully, an additional plain sheet should be used.

Iwapo nafasi ya kujibu maswali kamili ndani ya barua hii ni ndogo karatasi nyingine inaweza kutumiwa ili maswali yote yajibiwe.

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RECOMMENDATIONS

- 1) District Officer -----
- 2) Trade Development Officer -----
- 3) Trade Development Board -----
- 4) Amount -----
- 5) Terms and Conditions -----

GPK (L)