

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
KRA PIN NO	PHYSICAL RESIDENCE	MOBILE PHONE NO
POSTAL ADDRESS	POSTAL CODE	TOWN
EMAIL ADDRESS		

2. OCCUPATION 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, Or
Upper hill Branch,
A/C No: 01120040133000

Mpesa Pay bill
Business Number 964700,
Account Number is your ID Number
Amount Kshs 1,700

How to Access your Funds

- Mobile Banking (Sheria Senti App or USSD *472#)
- Cheque Book
- Sacco Link ATM Card
- Electronic Funds Transfer (EFT)
- FOSA Banking Hall - Over The Counter

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:

- a) Is within the field of membership provided for in the bylaws.
- b) Is not less than eighteen years of age, if a natural person.
- c) Is not a member of another salary based Sacco in the country.
- d) Is not directly, a money lender or carrying out such activities detrimental to the objectives of the society.
- e) Is of good character.
- f) Has regular income from employment, business or trade.
- g) Has paid entrance fee and minimum shares as prescribed in the membership policy.
- h) Has completed member's nominee card, appointing a nominee(s).
- i) Has completed member's burial benevolent fund form, appointing dependant(s).
- j) 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:

- a) 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.
- b) 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 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.



SHERIA SACCO SOCIETY LTD
Inspire, Equip, Empower

Matumbato Close, Upperhill,
Nairobi, Kenya
Email: bosa@sheriasacco.coop
Call: +254 20 780 1500

Privacy Notice Summary

Purpose and Scope

At Sheria Sacco Society Limited (“**Sheria Sacco**”), we take your privacy seriously.

We advise that you read and understand this summary as we want to ensure that you fully understand how and for what purposes your data is being used.

For more details about anything covered in this summary, please see our full **Privacy Notice** available at www.sheriasacco.coop. You can also obtain a copy by visiting any of our branches.

Your personal data

While providing our services, we will collect some personal data about you, some of which will be termed personal data.

Any personal data which we hold about you is collected directly from you through your interactions with us and our products and services.

There are some instances in which we will collect your personal data indirectly from: the public domain; people appointed to act on your behalf; other organizations; credit reference bureaus; fraud prevention agencies.

This information is needed so that we can provide products and services to you. If you do not provide the personal data asked for, we may be delayed or prevented from providing such products and services.

Processing your personal data

We process your personal data for the following purposes:

- Provide you with our products and services;
- Communicate information about products and services you have with us;
- Operate and maintain the products or services you have with us;
- Help us detect and prevent fraud;
- Protect our business interests;

- Fulfil legal or regulatory requirements.

We only collect your personal data for the purposes for which it was collected, or where we have a proper reason for using it.

Processing with your consent

We will ask you for specific consent to process your information for direct marketing and for some special categories of personal data such as about your health.

In circumstances where you have provided your consent to the processing of your personal data for a specific purpose, you have the right to withdraw your consent for that specific processing at any time.

Storing your personal data

Our retention of your personal data aids Sheria Sacco in complying to its legal and regulatory obligations and will only be used and accessed by those authorized to handle it.

We do retain your data for as long as is necessary. There are some instances we may retain your personal data, owing to legal responsibilities, relating to finance or audit purposes.

We have implemented measures to prevent your personal data from being lost, misused, or accessed without permission, as well as ensuring its confidentiality.

Sharing your personal data

As part of our daily operations, we may from time to time share your personal data with third parties as part of fulfilling our legal and or contractual obligations.

We will always ensure that those with whom it is shared with process it in an appropriate manner and take all necessary measures in order to protect it to the expected standards.

Some of the parties we may share your personal data with include;



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Email: bosa@sheriasacco.coop
Call: +254 20 780 1500

- Our service providers and agents
- Representatives/advisers
- Credit Reference Bureau (CRB)
- Banks
- Debt collection agencies
- Members' employers
- Insurance providers

Transferring personal data outside Kenya

We may transfer the personal information we collect about you to outside Kenya for processing.

To ensure your personal information receives an adequate level of protection we have put in place appropriate measures to ensure your personal data is treated by those third parties in a way that is consistent with Kenyan laws on data protection.

Your legal rights

You have a number of rights relating to your personal data e.g., to see what we hold; to ask us to share it with another party; to ask us to update incorrect or incomplete details; to object to or restrict processing of it; to make a complaint; to object to any automated decision making; and to withdraw any permission you have previously given to allow us to use your personal data.

Complaints

Should you have any complaints or queries about anything relating to the privacy of your personal data, or any other data protection issues, you can get in touch with us by:

Email: dpo@sheriasacco.coop
Post: P.O Box 34390 Nairobi

Marketing: Information about products, services, and promotions

We would also like to send to you, from time to time, information about exclusive offers, promotions, discounts and new products or services. If you are happy for us to contact you in this way, please tick the relevant boxes below. You can unsubscribe at any time.

- I would like to receive information about exclusive offers, promotions, discounts and new products or services.

I would like to receive that information by (tick all that apply):

- E-mail
 SMS
 Phone
 WhatsApp

By signing this statement, you understand and acknowledge that Sheria Sacco may collect, use, disclose or otherwise process my personal data set out in my membership application form, and/or otherwise provided, for one or more of the purposes as stated in the respective Terms and Conditions and Privacy Notice, which in summary includes but is not limited to the following:

- processing my application for and providing me with services and products as well as services and products by external providers provided through Sheria Sacco.
- administering and/or managing my relationship and/or account(s) with Sheria Sacco; and
- collecting, sharing, and transferring your personal data.

Name

Signature

Date