

ACCOUNT / LOAN STATEMENT REQUEST FORM

Please issue me/us with the following account/loan statement(s) and debit my/our account with the applicable charges as set out in Section D below.

A. ACCOUNT HOLDER DETAILS

National ID		Cell Phone No.	
Account Name		Account Number	
Membership No.		Date	

B. STATEMENT REQUIRED

☐ Savings Account ☐ Current Account (cheque) ☐ Share Capital ☐ Deposits ☐ Loan

If other / specify account: _____

Statement Period: From _____ To _____

C. PURPOSE OF STATEMENT (tick as applicable)

- ☐ Personal Use
- ☐ Court / Legal Use
- ☐ Tax & Audit Purposes
- ☐ Loan Buy-off (External Institution)
- ☐ Visa / Immigration
- ☐ Other (specify): _____

D. TERMS AND CONDITIONS FOR ISSUANCE OF STATEMENTS

1. Who May Request: Only the account holder or a duly authorized signatory may request a statement. For joint accounts, the request must be made in accordance with the account mandate on file. Third parties (advocates, employers, embassies, etc.) may not request a statement directly; the member must apply on their behalf or issue a written authorization.

2. Identification: A valid original National ID or Passport, the account/membership number, and a duly completed copy of this form (with ID copy attached) must be presented. The request will be verified against the signature and/or biometric details held on file.

3. Format & Authentication: Statements issued at the branch are signed and stamped by an authorized Society official and are valid for formal/legal use (court, visa, loan applications, tax/audit). Statements downloaded via mobile/internet banking are for personal reference only and may not be accepted for formal or legal purposes unless certified.

4. Fees & Charges: Statement charges are payable as per the Society's prevailing tariff and shall be debited from the member's account or paid at the point of request. Loan statements requested to facilitate an external buy-off attract an additional facilitation charge as per the Society's prevailing tariff, payable with the loan balance before a clearance letter is issued. All charges and fees under this form are subject to 20% Excise Duty in accordance with the Excise Duty Act, 2015 (as amended).

5. Turnaround Time\ Record Retention: Certified, legal, or historical statements may take longer due to archival retrieval. The Society retains account records for a minimum of seven (7) years in line with SASRA prudential guidelines. Requests for statements beyond this period may not be honored, or may require extended processing time and additional charges.

6. Confidentiality & Data Protection: The Society is bound by the Sacco Societies Act, the Data Protection Act, 2019, and its Credit Policy. Statements are strictly confidential and will only be released to the account holder, an authorized representative, or pursuant to a valid court order or a lawful request from the Kenya Revenue Authority (KRA), the Directorate of Criminal Investigations (DCI), or another authorized regulatory body. The Society reserves the right to seek additional verification where a request appears unusual or is made on behalf of another person.

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7. Liability Disclaimer: The Society shall not be liable for any alteration made to a statement after issuance. The statement reflects the Society's records as at the date of issue and remains subject to correction for processing errors, reversals, or disputed transactions identified thereafter.

E. MEMBER DECLARATION

Yours faithfully, I confirm that I have read and understood the terms and conditions set out in Section D above. Statement requested and collected by:

Name		ID No.	
Signature		Date	

Attach a copy of your ID.

F. FOR OFFICIAL USE ONLY

Prepared By (Name)			
Signature		Date	

Approved By (Name)			
Signature		Date	
No. of Pages		Period Covered	