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TAZARA MBEYASAVINGS& CREDIT COOPERATIVE SOCIETY LTD  
P.O.Box4155, Mbeya –Tanzania  
Phone No: +255 757 290 618  
+255 689 934 774  
E-mail:tambesaccoso@gmail.com

Head Office: Iyunga - Mbeya; Near Tazara Offices, Opposite Iyunga Bus Stop

**Nambie FOMU YA MAOMBI YA MKOPOWA [MAENDELEO ( )/BIASHARA ( )]**

Mkopaji unakiwa kujaza fomu hii kwa usahihi sehemu zinazohusika.

**(Fomu hii ijazwe kwa herufi KUBWA)**

**SEHEMU A: TAARIFA BINAFSI ZA MWOMBAJI**

- i. Jina kamili \_\_\_\_\_ Umri \_\_\_\_\_
- ii. Jinsia (**ME/KE**) \_\_\_\_\_ S.L.P \_\_\_\_\_
- iii. Simu \_\_\_\_\_ Namba ya Kitabu \_\_\_\_\_
- iv. Kazi / Shughuli za mwombaji \_\_\_\_\_ *Picha ya Mwombaji*
- v. Hali ya **NDOA** [Ameoa au Ameolewa, Mjane au Mgane] \_\_\_\_\_
- vi. Mahali anapoishi \_\_\_\_\_ Mtaa \_\_\_\_\_  
Kata ya \_\_\_\_\_ Ubalozi wa \_\_\_\_\_  
No. ya Nyumba \_\_\_\_\_ No. Kitambulisho \_\_\_\_\_
- vii. Jina la Balazi \_\_\_\_\_ M/Kiti wa Mtaa \_\_\_\_\_
- viii. Aina ya Mkopo \_\_\_\_\_ Kiasi Tsh \_\_\_\_\_  
kwa Maneno \_\_\_\_\_
- ix. Mkopo huu utarejeshwa kwa kipindi cha Miezi \_\_\_\_\_  
kuanzia Tarehe \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_ Hadi Tarehe \_\_\_\_ / \_\_\_\_ /20 \_\_\_\_
- x. Madhumuni ya mkopo huu ni \_\_\_\_\_
- xi. Ulishawahi kukopa? **NDIYO** au **HAPANA**. [ \_\_\_\_\_ ]kama jibu ni **NDIYO**  
jaza jedwali hapa chini.

| Aina ya Mkopo | Kiasi ulichokopa | Tarehe ya kumaliza | Deni lililobaki |
|---------------|------------------|--------------------|-----------------|
|               |                  |                    |                 |

- xii. Mwombaji ana Mkopo/hana Mkopo mwingine katika taasisi nyingine ya kifedha.

| Chama/Taasisi | Kiasi ulichokopa | Tarehe ya kumaliza | Deni lililobaki |
|---------------|------------------|--------------------|-----------------|
|               |                  |                    |                 |

- xiii. Chanzo cha marejesho ya mkopo kwa mwombaji [**BIASHARA** au **AJIRA**] taja hapa \_\_\_\_\_ Mahali ilipo \_\_\_\_\_



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### **SEHEMU B: KAMA NI BIASHARA**

#### **Taarifa za Biashara**

- i. Jina la Biashara \_\_\_\_\_
- ii. Sehemu Biashara ilipo \_\_\_\_\_ Anwani \_\_\_\_\_
- iii. Aina ya Biashara, weka (✓) i. Uuzaji ( ) ii. Utengenezaji ( ) iii. Huduma ( )
- iv. Taja hapa \_\_\_\_\_
- v. No. ya Leseni ya Biashara \_\_\_\_\_ Tarehe ya kuisha \_\_\_\_\_
- vi. **TIN NUMBER** \_\_\_\_\_
- vii. Uzoefu katika biashara, weka (✓) i. Miaka ( ) \_\_\_\_\_ ii. Miezi ( ) \_\_\_\_\_

### **SEHEMU C: KAMA NI AJIRA.**

#### **Taarifa za ajira**

- i. Jina la mwajiri wako \_\_\_\_\_
- ii. Anwani ya Mwajiri wako S.L.P \_\_\_\_\_
- iii. Aina ya ajira uliyo nayo, weka (✓) i. Mkataba ( ) ii. Kudumu ( )
- iv. Kama ni mkataba ni miaka mingapi? \_\_\_\_\_ Kuanzia tarehe \_\_\_ / \_\_\_ /20\_\_\_ hadi tarehe \_\_\_ / \_\_\_ /20\_\_\_
- v. Kama ni ya kudumu taja tarehe ya kustaafu. Tarehe \_\_\_ / \_\_\_ 20 \_\_\_
- vi. Namba ya kitambulisho cha kazi \_\_\_\_\_

### **SEHEMU D: TAARIFA ZA DHAMANA YA MKOPO.**

Mali za Mwombaji

| <b>MALI INAYODHAMINI</b> | <b>MAHALI ILIPO</b> | <b>NAMBA</b> | <b>THAMANI</b> |
|--------------------------|---------------------|--------------|----------------|
| 1.Nyumba                 |                     |              |                |
| 2.Kiwanja                |                     |              |                |
| 3.Shamba                 |                     |              |                |
| 4.Akiba                  |                     |              |                |
| 5.Hisa                   |                     |              |                |

Eleza jinsi ya kuzikabidhi dhamana ulizoweka hapo juu endapo utashindwa kulipa mkopo \_\_\_\_\_



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### **SEHEMU E: KIAPO CHA MKOPAJI.**

“Mimi \_\_\_\_\_ ninathibitisha/ naapa kuwa taarifa nilizozitoa kwenye fomu hii ni sahihi na kweli, nafahamu kuwa kutoa taarifa za uongo ni kosa kisheria. Nimekubali kuchukua mkopo huu wa Tsh \_\_\_\_\_ (kwa tarakimu) \_\_\_\_\_ (Maneno) kutoka **TAZARA MBEYA SACCOS LTD** kwa kuweka dhamana zangu kama nilivyoziainisha kwenye **(Kipengele D)**. Ninaahidi sitadhamini dhamana hizi sehemu nyingine yoyote katika kipindi cha mkataba huu au kuuza bila ridhaa ya chama. Endapo nitashindwa kulipa mkopo huu hatua za kisheria zichukuliwe dhidi yangu ikiwa ni pamoja na kuuza mali **(Dhamana)** nilizoweka kudhamini mkopo huu”.

\_\_\_\_\_  
**Sahihi ya Mwombaji**

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
**Tarehe**

### **SEHEMU F: RIDHAA YA MKE/MUME/MTOTO.**

Mimi \_\_\_\_\_ nikiwa \_\_\_\_\_ wa \_\_\_\_\_  
Natoa ridhaa kwamba mali yangu/ yetu iliyotajwa **(kipengele D)** iwekwe/ ziwekwe dhamana ya mkopo huu ulioombwa na endapo Mkopo hautalipwa kadri ya makubaliano basi mali/ dhamana zichukuliwe na chama ili kufidia mkopo huu.

\_\_\_\_\_  
**(Iwekwe mbele ya uongozi wa serikali za mitaa)**

\_\_\_\_\_  
**(Dole Gumba)**

\_\_\_\_\_  
**Sahihi ya Mtoa ridhaa**

\_\_\_\_\_  
**Namba ya Simu**

\_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_\_  
**Tarehe**

### **SEHEMU G: UTHIBITISHO WA SERIKALI ZA MITAA SEHEMU ZILIPO**

#### **DHAMANA HUSIKA.**

Mimi \_\_\_\_\_ Simu No \_\_\_\_\_  
ninathibitisha kwamba dhamana za mkopaji ni mali yake halali na zipo eneo/ mtaa wa serikali yangu mtaa wa \_\_\_\_\_



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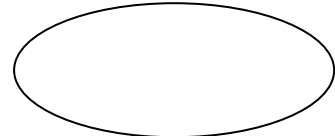
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Pia nitasimamia kikamilifu kuona dhamana iliyowekwa kudhamimi mkopo huu haitatumika kudhamini tena mkopo kwenye taasisi yoyote ya kifedha zaidi ya **TAZARA MBEYA SACCOS LTD** kwa kipindi chote cha marejesho ya mkopo.

\_\_\_\_\_

\_\_\_ / \_\_\_ / 20 \_\_\_



**Sahihi ya M/Kitiwa Mtaa**

**Tarehe**

**Mhuri WA S/Mitaa**

**SEHEMU H: WADHAMINI AMBAO NI WANACHAMA.**

- a) Mwombaji anapaswa kuwa na wadhamini wasiopungua wawili amabao ni wanachama na wanapaswa kumfahamu vizuri mwombaji wa mkopo

| JINA LA MDHAMINI | NO. YA KITABU | ANAPOISHI | DHAMANA NA NAMBA | THAMANI | MAHALI ILIPO |
|------------------|---------------|-----------|------------------|---------|--------------|
|                  |               |           |                  |         |              |
|                  |               |           |                  |         |              |
|                  |               |           |                  |         |              |

**b) Uthibitisho/ Kiapo cha wadhamini.**

Ninathibitisha / Tunathibitisha kuwa maelezo yaliyotolewa hapo juu ni sahihi na namfahamu / tunamfahamu vizuri mwombaji na kujua historia yake chamani. Na kwamba nitasimamia / tutasimamia kikamilifu urejeshwaji wa mkopo huu wa Tsh \_\_\_\_\_ (kwa tarakimu) \_\_\_\_\_ (kwa maneno) pamoja na riba yake, na endapo mwombaji akishindwa kurejesha kwa sababu yoyote ile, **NITALIPA/ TUTALIPA** kwa niaba yake ikiwa ni pamoja na kufilisiwa dhamana zangu/ yetu na **TAZARA MBEYA SACCOS LTD.**

| JINA LA MDHAMINI | SAHIHI | NAMBA YA SIMU | TAREHE |
|------------------|--------|---------------|--------|
|                  |        |               |        |
|                  |        |               |        |
|                  |        |               |        |



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**SEHEMU I: KWA MATUMIZI YA OFISI TU.**

- i. Maelezo ya Afisa Mikopo au Mhasibu atakayetoa taarifa na mwenendo wa Mwombaji wa mkopo chamani na kutoa taarifa zake hapa chini:

Thamani ya Akiba zake hadi kufikia Tarehe \_\_\_ / \_\_\_ / 20\_\_ ni kiasi cha Tsh \_\_\_\_\_ na Hisa zake ni Tsh \_\_\_\_\_ .

Hivyo mwombaji **ANA /HANA** sifa ya kukopa kiasi cha Tsh \_\_\_\_\_

(kwa tarakimu) \_\_\_\_\_ (Maneno)

kulingana na hali ya uchangiaji wake wa **AKIBA** na **HISA** kama ilivyoainishwa hapo juu.

\_\_\_\_\_ / \_\_\_ /20\_\_

**Jina**

**Sahihi**

**Wadhifa**

**Tarehe**

**ii. UTHIBITISHO NA UIDHINISHAJI WA KAMATI YA MIKOPO.**

Tunathibitisha kuwa tumepitia taarifa zilizotolewa kwenye fomu hii ya maombi ya mkopo huuna pia tumepitia mchanganuo wa mradi wa mwombaji na kuridhika kuwa unalingana na sera na taratibu za mikopo.

Kamati pamoja na Afisa Mikopo tumetembelea Mradi na kuziona dhamana zilizowekwa, hivyo mwombaji **ANAO /HANA UWEZO** (kata pasipohitajika) wa kuendesha mradi na kulipa mkopo huu pamoja na riba husika kwa wakati.

**Tunakubali / Tunakataa** maombi ya mkopo waTsh \_\_\_\_\_ (Tarakimu)

\_\_\_\_\_ (kwa Maneno)

pamoja riba ya \_\_\_\_\_ % kwa mwezi kwa kipindi cha miezi \_\_\_\_\_

Mkopo Tsh \_\_\_\_\_ Riba \_\_\_\_\_ Jumla Tsh \_\_\_\_\_

(Kwa maneno) \_\_\_\_\_

Marejesho ya Mkopo yataanza tarehe \_\_\_ / \_\_\_ /20\_\_ na kumalizika Tarehe

\_\_\_ / \_\_\_ /20\_\_ kwa kipindi cha miezi \_\_\_\_\_

1. M/Kiti \_\_\_\_\_ Sahihi \_\_\_\_\_ Tarehe \_\_\_ / \_\_\_ / \_\_\_

2. Katibu \_\_\_\_\_ Sahihi \_\_\_\_\_ Tarehe \_\_\_ / \_\_\_ / \_\_\_

3. Mjumbe \_\_\_\_\_ Sahihi \_\_\_\_\_ Tarehe \_\_\_ / \_\_\_ / \_\_\_



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**MKATABA WA MKOPO WA  
MAENDELEO ( ) / BIASHARA ( )  
KATI YA  
TAZARA MBEYA SACCOS LTD  
[MKOPESHAJI]  
NA**

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**[JINA LA MKOPAJI]**



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**MKATABA** huu umefanyika leo tarehe \_\_\_/\_\_\_/20\_\_\_ kati ya **TAZARA MBEYA SACCOS LTD**, wa S.L.P 4155, Mbeya, ambaye katika mkataba huu anajulikana kama **MKOPESHAJI** kwa upande mmoja.

**Na**

Ndugu \_\_\_\_\_ wa S.L.P \_\_\_\_\_  
Mwanachama namba \_\_\_\_\_ Jinsia [ME/KE] \_\_\_\_\_ ambaye katika  
mkataba huu anajulikana kama **MKOPAJI** kwa upande mwingine.

Hivyo basi, pande zote mbili zimekubaliana kwa mashariti yafuatayo:

### 1. AINA YA MKOPO NA VIAMBATANISHO

Mkopo huu ni wa fedha taslimu ambao mkopaji ataitumia fedha hii katika shughuli zake za kimaendeleo/biashara. Mkataba huu umezingatia ujazaji wa fomu maalumu ya maombi ya mkopo ambayo imebainisha taarifa mbalimbali za mkopaji ikiwemo shughuli/kazi ya mwombaji na aina ya mradi ambao mkopo umeombewa.

### 2. KIASI CHA MKOPO

Kwamba mkopeshaji anamkopesha mkopo wa fedha wa Tsh \_\_\_\_\_  
(kwa tarakimu) \_\_\_\_\_ (Maneno)

Pamoja na Riba ya \_\_\_\_\_ % kwa mwezi kwa kipindi cha muda wa miezi \_\_\_\_\_  
ambapo jumla ya riba ya mkopo ni Tsh \_\_\_\_\_ (kwa tarakimu)  
\_\_\_\_\_ (kwa maneno)

Hivyo kufanya jumla ya mkopo kuwa Tsh \_\_\_\_\_ (Tarakimu)  
\_\_\_\_\_ (kwa maneno)

### 3. MUDA WA MAREJESHO YA MKOPO

Mkopo huu utarejeshwa kwa kipindi cha miezi \_\_\_\_\_ kuanzia tarehe  
\_\_\_/\_\_\_/20\_\_\_ hadi tarehe \_\_\_/\_\_\_/20\_\_\_ ambapo ndiyo muda wa  
kuisha kwa mkataba huu.



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#### 4. MAREJESHO YA MKOPO

Mkopaji anapaswa kurejesha mkopo huu pamoja na riba yake kila mwezi kwa mujibu wa jedwali/taarifa atakayopewa mkopaji yenye utaratibu wa marejesho ya mkopo. Mkopaji atakuwa huru kurejesha zaidi ya kiwango kilichobainishwa kwenye jedwali lake la urejeshaji (ndani ya muda wa mkataba huu) kadri atakavyoona inafaa kufanya hivyo.

#### 5. ADHABU YA MKOPO

Kwamba mkopaji akishindwa kurejesha / kulipa mkopo kwa muda uliopangwa basi mkopaji atawajibika kulipa adhabu ya \_\_\_\_% (mkopo na riba) kiasi alichotakiwa kurejesha ndani ya muda ulioainishwa kwenye mkataba huu na jedwali la marejesho alilopangiwa. Mkopaji anapaswa kutambua kuwa adhabu atakazotuzwa hazitapunguza deni analodaiwa, hivyo anashauriwa kufanya marejesho yake vizuri ili kuepuka usumbufu.

#### 6. DHAMANA ZA MKOPO

Mkopaji atawasilisha / kabidhi dhamana za mkopo huu kwa mkopeshaji kama ilivyoziainisha katika fomu ya maombi. Dhamana ikiwa ni mali isiyohamishika (Nyumba kama dhamana muhimu yenye hati/ isiyo na hati na kiwanja/shamba chenye hati/kisichokuwa na hati kama dhamana ya ziada)

Mkopaji atatoa uthibitisho halali wa umiliki wa dhamana hizo kimaandishi na vielelezo vingine kadri vitakavyohitajika na mkopeshaji. Mkopaji atatakiwa kuthibitisha uhalali wa dhamana hizo kwa serikali ya mtaa anapoishi pamoja na sehemu ilipo/ zilipo dhamana husika.

Dhamana haitaruhusiwa kuuzwa na mkopaji, kudhaminisha katika asasi nyingine ya kifedha wala kuharibiwa mpaka mkopo wake utakaporejeshwa wote.





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## 7. UTHIBITISHO WA DHAMANA ZA MKOAJI

Mkopaji anapaswa kuweka banana dhamana yake / zake kwa **MUME/MKE/MTOTO** au ndugu zake. **MUME/MKE/MTOTO** atatakiwa kutoa ridhaa yake kwa mwombaji kwa kuambatanisha picha yake ndogo (Passport Size) katika fomu ya maombi ya mkopo. Ridhaa hii itakuwa sawia na kiapo cha mtoa ridhaa ya kuwa endapo mkopaji atashindwa kurejesha mkopo aliokopeshwa na mkopeshaji mali iliyodhamini iuzwe na mkopeshaji ili kulipa deni analodaiwa kwa wakati huo.

## 8. WADHAMINI WA MKOAJI.

Mkopaji atatakiwa kuwa na wadamini wasiopungua wawili amabao ni wanachama wa **TAZARA MBEYA SACCOS LTD**. Wadamini hawa watapaswa kuzijua, kuzilinda dhamana za mkopaji na kufuatilia mara kwa mara marejesho ya mkopaji wakati wote. Wadamini watapaswa kutoa kiapo cha kukubali kumdamini mkopaji na kutoa mali/dhamana zao kwa mkoaji kulingana na kiasi cha mkopo anachokopa. Mkopeshaji atakuwa na haki kisheria ya kuuza dhamana za wadamini zilizoainishwa (katika fomu ya mkopo) endapo dhamana za mkopaji hazitatosha kumaliza deni.

## 9. UTHIBITISHO WA MKOPO KATIKA ASASI NYINGINE YA KIFEDHA

Mkopaji anapaswa kuthibitisha kuwa HANA/ ANAO mkopo mwingine katika ASASI/TAASISI nyingine ya kifedha, uthibitisho huu umefanyika katika fomu ya maombi ya mkopo aliyojaza mkopaji.

## 10. GHARAMA ZA MKOPO.

Gharama zifuatazo za mkopo zitakuwa juu ya mkopaji mwenyewe.

- i. Ununuzi wa fomu ya maombi ya mkopo
- ii. Ada ya mkopo (1% kwa mikopo yote isiyozidi Tsh Milioni 20 na yote inayozidi kiwango hicho ni 1.5%)
- iii. Bima ya Mkopo 1.8% kwa mikopo yote inayoanzia Tsh Milioni 10



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- iv. Picha ya dhamana iliyothibitishwa na serikali za mitaa mahali ilipo.
- v. Uhakiki wa HATI ya dhamana katika mamlaka husika.
- vi. Kuhudhuria kikao cha mahojiano; mkopaji, wadhamini pamoja na kamati ya mikopo katika tarehe itakayopangwa.
- vii. Gharama za kusainisha MKATABA huu kwa WAKILI /MWANASHERIA

#### **11. KUKOMA KWA MKATABA**

Mkataba huu unaweza kukoma/kusitishwa endapo;

- i. Mkopaji atamaliza deni lake katika muda wa mkataba uliopangwa.
- ii. Mkopaji atamaliza deni lake kabla ya muda wa mkataba kuisha.
- iii. Mkopaji akishindwa kufanya marejesho ya mkopo kwa wakati na muda uliopangwa kwenye fomu ya maombi ya mkopo.

#### **12. KUSHINDWA KUREJESHA MKOPO KWA WAKATI**

Endapo mkopaji atashindwa kurejesha mkopo wake kwa wakati katika kipindi cha mkataba huu, mkopeshaji (TAZARA MBEYA SACCOS LTD) atakuwa na haki ya kuchukua hatua za kisheria dhidi ya mkopaji ikiwa ni pamoja na kuuza dhamana za mkopaji zilizowekwa ili kulipa deni.

#### **13. IDHINI YA MWANASHERIA/WAKILI**

Mkataba huu utatafsiriwa kwa kutumia sheria za Jamhuri ya Muungano wa Tanzania na kwamba kwa atakayevunja masharti ya mkataba huu atachukuliwa hatua za kisheria ikiwa ni pamoja na kufikishwa mahakamani au TAKUKURU kwa lengo la kunusuru fedha ya CHAMA.



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**14. Mkataba huu umejaza kwa makubaliano ya pande zote mbili na kuwekwa sahihi na lakili kama inavyoonesha hapa chini:-**

**A. MKOPAJI**

JINA \_\_\_\_\_

NO. YA SIMU \_\_\_\_\_

MAHALI ANAPOISHI \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_ /20 \_\_\_\_\_

SAHIHI

TAREHE

**B. WADHAMINI WA MKOPAJI**

1. JINA \_\_\_\_\_ NA. KITABU \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_ /20 \_\_\_\_\_

SAHIHI

TAREHE

2. JINA \_\_\_\_\_ NA. KITABU \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_ /20 \_\_\_\_\_

SAHIHI

TAREHE

**C. MKOPOPESHAJI - TAZARA MBEYA SACCOS LTD**

**(KWA NIABA YA CHAMA UMESAINIWA NA;)**

1. MWENYEKITI

JINA \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_ /20 \_\_\_\_\_

SAHIHI

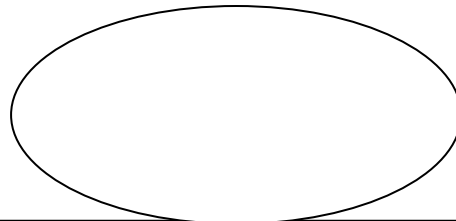
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2. MENEJA WA CHAMA

JINA \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_ /20 \_\_\_\_\_

**D. MHURI WA CHAMA**





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P.O.Box4155, Mbeya –Tanzania  
Phone No: +255 757 290 618  
+255 689 934 774  
E-mail:[tambesaccoso@gmail.com](mailto:tambesaccoso@gmail.com)

Head Office: Iyunga - Mbeya; Near Tazara Offices, Opposite Iyunga Bus Stop

**E. MWANASHERIA/WAKILI/HAKIMU**

JINA \_\_\_\_\_

ANWANI S.L.P \_\_\_\_\_

WADHIFA \_\_\_\_\_

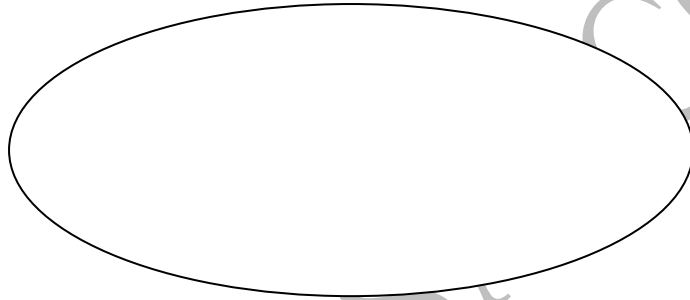
SIMU NA. \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_ /20 \_\_\_\_

SAHIHI

TAREHE

**MUHURI**



TAMBESACCOSO



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**CONSENT OF SPOUSE TO GREAT MORTGAGE IN FAVOUR OF  
TAZARA MBEYA SACCOS LTD.**

**[Made under Section 59 of the Law of Marriage Act [Cap. 28 RE.2022] and  
Section 114(3) of the Land Act 1999]**

**CT. NO:** \_\_\_\_\_

**L.O. NO:** \_\_\_\_\_

**Plot No.** \_\_\_\_\_ **Block No.** \_\_\_\_\_ **Mbeya** \_\_\_\_\_

I \_\_\_\_\_ of P.O.Box, \_\_\_\_\_ lawful  
beneficiary of the property described herein above **DO HERE BY** state as follows.

1. That, I understand that my **husband/wife/father/mother  
sister/brother/son/daughter** \_\_\_\_\_ Intending  
to mortgage the said property which is a matrimonial home to the **TAZARA  
MBEYA SACCOS LTD** of **P.O.Box 4155, MBEYA** as security of credit facility to be  
extended to himself/herself for the benefit of our family/business.

2. The terms and condition of the mortgage to be created have been explained to  
me and I understand and assent to the said terms and conditions contained given  
to me by TAZARA MBEYA SACCOS LTD.

3. **Now I HEREBY GIVE MY CONSENT** to my  
**husband/wife/father/mother/sister/brother/daughter** \_\_\_\_\_  
to mortgage the said property to TAZARA MBEYA SACCOS LTD as security for the  
credit facility to be extended to him/her.

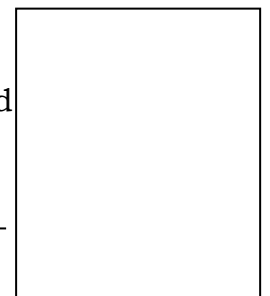
**SIGNED and DELIVERD** by the said \_\_\_\_\_  
who is \_\_\_\_\_ known to me personally/introduced  
to me by \_\_\_\_\_ the latter being know to me  
personally in my presence this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

Name \_\_\_\_\_

Signature \_\_\_\_\_

Postal Address \_\_\_\_\_

Designation: **Notary Public and Commissioner for Oaths**



**Spouse's Picture  
and Signature**

