

Procedure on Macro loans

- 1, EXCOM Meeting carried out.
- 2, LM should complete Excomminutes within 5 working days
- 3, SLO would complete EXCOM approval within 2 working days after receiving Excom minutes
- 4, Within the next 3 days, circulation on Excom approval, clients& CEO signing loan docs shall be completed prior disbursement
- 5, Awaits for payments (every Friday of payday week)

Micro loans

- 1, Loan officers shall complete and pass on the application to SLO within 1 day after client signed agreements
- 2, SLO completes vetting within the 2nd day and forward the application to LM for rechecking,
- 3, LM completes rechecking on the same 2nd day and forward to ACEO for approval.
- 4, From ACEO to CEO and back to Lending to complete for disbursement.
- 5, Awaits for payments day (every Friday of payday week)