

# BONDEMALA INVESTMENT - SMC LIMITED

TEL: 0783188549/0751776516

Email: [bondemalainvestment@gmail.com](mailto:bondemalainvestment@gmail.com)/[info@bondemalainvestment.com](mailto:info@bondemalainvestment.com).

HEAD OFFICE: KAMPALA CAPITAL CITY BRANCH OFFICES: NORTHERN REGION -  
GULU CITY AND NWOYA DISTRICT.

## AMENDMENT OF BSG RULES AND REGULATIONS (2026 POLICY UPDATE)

MEMORANDUM TO: All Heads of Departments, Chiefs, Branch Managers, Managers, and Supervisors of Bondemala Investment-SMC Limited.

SUBJECT: Mandatory Adoption of 2026 BSG Policy Amendments

Pursuant to the new policies amendments and the GAO, the following amendments to the Bondemala Savings Group (BSG) Rules and Regulations are issued. These amendments are **COMPULSORY FOR EVERY EMPLOYEE AND MEMBER** effective immediately from December 2025, superseding all previous clauses where applicable.

### 1. MEMBERSHIP & COMPULSORY REGISTRATION

**1. Eligibility & Compulsory Enrolment:** All employees of Bondemala Investment-SMC Limited are mandatorily required to register as members of the Bondemala Savings Group. This is a condition of employment.

**2. Application Process:** Membership is automatic via payroll. However, each member must submit a valid personal email address and contact details to their departmental head before financial budget dates of every month of business that's every middle of the month on 15th of every month for registration on the BSG digital platforms.

**3. Membership Fees:** New members are required to pay a one-time, non-refundable membership registration fee of UGX 20,000.

**4. Digital Access:** Upon registration, each member will be enrolled on the BSG Online App (available for Android and iPhone) to access their individual account via personal phone, laptop, or electronic device. Each member will also be added to the group's official WhatsApp platform for official communication.

**5. Official WhatsApp Platform Rules & Regulations:** All registered members are compulsory members of the official BSG WhatsApp platform. The following rules govern conduct on this platform:

**a. Group Membership & Removal:** The Admin (the Company Secretary, who is the SACCO Governance Advisor) reserves the right to remove any member who violates these terms. Warnings will typically be given first to members who divert from the established norms.

**b. Primary Purpose - Welfare:** A core purpose of this forum is to harness the power of numbers to support each other during times of joy and sorrow. The collective goal is to provide meaningful financial help.

**c. Eligibility for Welfare Support:** The group will ONLY organize collective financial contributions for immediate family members of a staff member, specifically:

- Biological parents.
- Biological children.
- Spouses documented in Personal Files (husbands and wives).
- Announcements regarding other relations (friends, in-laws, neighbours, etc.) may be posted, but any support should be done privately, not through organized group contributions.

**d. Contribution Standards:** For organized welfare contributions, the minimum contribution is UGX 5,000. Contributions of smaller amounts (e.g., UGX 1,000 how do you expect this amount to be withdrawn from the mobile money? Think please !) will not be officially logged, as they are impractical for mobile money transactions and administrative purposes.

**e. Network & Duty Challenges:** Staff working in remote areas with poor network or under strict station leave policies may be temporarily excused from immediate response obligations until their duty circumstances change.

**f. Principle of Reciprocity:** Members who consistently fail to contribute to colleagues' welfare needs forfeit their right to receive organized financial support from the group when in need.

**g. Content Sharing:** Sharing links from external social media sites is prohibited due to security risks (hackers, viruses). The only permitted links are those from the official BSMC website or the official social media pages of companies/entities under the Bondemala Family.

**h. Conduct & Inferiority Complex:** Any behavior that belittles others, shows disrespect, or creates a sense of inferiority among members is a serious, chargeable offence. Simply put, everyone must be treated with equal respect regardless of position, background, or education level.

**i. Admin Authority:** The Admin has the right to remove any member or delete any post deemed contrary to these rules, company policy, or public decency. Sharing restricted or unrelated content is strictly prohibited.

**j. Disclaimer on Views:** Opinions shared by individual members are their own. No member may post or act on behalf of the BSG Management Team (Chairman, Financial Secretary, Manager, Loans Officer, Treasurer, Cashier, Security Officer) or the Board of Directors unless officially authorized. Impersonation is a crime and will lead to disciplinary action.

**k. Personal File Compliance:** Every Head of Department must ensure each staff member has a completed personal file with all particulars, signed company rules, and other relevant documents. This is crucial for official recognition and welfare verification.

**l. WhatsApp Terms of Service:** All members must adhere to WhatsApp's own Terms of Service, which prohibit illegal, obscene, defamatory, threatening, harassing, hateful, racially offensive, or otherwise inappropriate content in status updates, profile photos, or messages.

## 2. SAVINGS

1. **Compulsory Monthly Savings:** A mandatory 5% deduction will be made from each employee's monthly salary/wages, credited to their individual savings account. This is effective from the December 2025 payroll onward.
2. **Regular Voluntary Savings:** In addition to the compulsory 5%, members can make voluntary monthly savings contributions within a range of UGX 20,000 to UGX 50,000, due between the 1st and 20th of each month.
3. **Voluntary Top-Ups:** Members can make additional voluntary savings in multiples of UGX 10,000 to UGX 20,000 at any time.
4. **Interest on Savings:** Interest is calculated and credited monthly by our digital system. The annual interest rate remains within a band of 1%-10%. Accumulated savings are accessible at any time for personal needs.

## 3. LOANS

**1. Loan Eligibility:** To qualify for a loan, a member must:

- Have been with the group for at least 6 months.
- Have a good savings record.
- Maintain a minimum balance of UGX 50,000 in the Loan Protection Fund (Shares Account).
- Be fully registered with the BSG Online App (email and contact details provided).

**2. Loan Application Process:** Members must submit a loan application form via the BSG platforms or office. The management committee will review and decide within one week.

**3. Loan Amounts & Repayment:**

- Short-term (6 months): Up to UGX 50,000. Interest of UGX 5,000 applies.
- Long-term (2 years): Ranges from UGX 100,000 to UGX 1,000,000.
- Loans must be repaid in equal monthly installments. A late payment fee of UGX 5,000 will be charged for each overdue installment.

## 4. LOAN PROTECTION FUND (SHARES ACCOUNT)

1. **Requirement:** Contributing to this fund is mandatory for any member who intends to apply for a loan in the future.
2. **Purpose:** This fund secures loan facilities. The minimum qualifying balance for a loan application is UGX 50,000.

## 5. MEETINGS

**1. Regular Meetings:** The group will hold regular monthly meetings. Date, time, and venue will be communicated via the official WhatsApp platform.

**2. Attendance:** Members are required to attend. Unexcused absence for more than two consecutive meetings may result in a fine of UGX 5,000 or warning.

**6. FINANCIAL MANAGEMENT & OPERATIONS**

- 1. Office Hours:** The BSG office operates during normal company hours: 09:30 am to 5:30 pm.
- 2. Accounting & Reporting:** Accurate digital records will be maintained. A quarterly financial report will be presented to members.
- 3. Reserve Fund:** A reserve fund, funded from a percentage of annual profits, will be maintained for contingencies.

**7. DISCIPLINARY ACTIONS**

- 1. Violations:** Violations include defaulting on loan repayments, false statements, misuse of funds, or failure to comply with these mandatory amendments.
- 2. Actions:** Actions range from warnings and fines to suspension or expulsion, requiring settlement of all outstanding debts.

**8. DISSOLUTION**

(As per original clauses: Voluntary dissolution by majority vote, asset distribution after liabilities, and regulatory notification.)

These amended rules are effective immediately. Any concerns must be forwarded formally to the Office of the Company Secretary without delay.


This policy is designed to ensure the smooth operation and financial stability of the Bondemala Saving Group, promoting a compulsory culture of savings and financial discipline among all members.



**OFFICIAL STAMP:** .....

(Officially approved and mandated by the Director, Bondemala Family.)

Your compliance and savings mean a lot to your financial development.

SIGN.  .....

**MR. OTIM MONDAY**  
**CHAIRMAN SACCO BONDEMALA**  
**SAVINGS GROUP**