



CHAI SAVINGS AND CREDIT COOPERATIVE SOCIETY LTD
Head Office: Chai House, Ground Floor, Koinange Street.
P.O. Box 278 - 00200 City Square Nairobi Kenya
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CHANGE OF SALARY PAYPOINT FORM

PERSONAL DETAILS

| | | |
|----------------|--|---------|
| FULL NAME | | |
| PAYROLL NUMBER | | |
| MEMBER NUMBER | | BRANCH: |
| EMPLOYERS NAME | | |
| ID NO. | | |
| MOBILE NO. | | |
| EMAIL ADDRESS | | |

I _____ do hereby advice that all sums of money due to me or which may thereafter become due to me in respect of salaries or allowances be paid through Chai Sacco Society Ltd with effect from _____. This request cancels any other instructions given prior to this date.

I understand that my salary pay point will not be changed from Chai Sacco to another financial institution without official clearance from the Sacco.

Signature _____ Date _____

Verification by FUM/HR Manager/Accountant

Verified by: _____

STATION STAMP

OFFICIAL USE ONLY

Effectuated by: _____ Sign _____
 Date _____

Approved by: _____ Sign _____ Date _____

VERSION: C

REVISION: 00