



**CHAI SAVINGS AND CREDIT COOPERATIVE SOCIETY LTD**  
**Head Office: Chai House, Ground Floor, Koinange Street.**  
**P.O. Box 278 - 00200 City Square Nairobi Kenya**  
**Mobile: 0709808000 / 0709808100 / 0709808101**  
**Email: [info@chai-sacco.co.ke](mailto:info@chai-sacco.co.ke), Website: [www.chai-sacco.co.ke](http://www.chai-sacco.co.ke)**

## 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: \_\_\_\_\_

**OFFICIAL USE ONLY**

Effected by: \_\_\_\_\_ Sign \_\_\_\_\_  
 Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Sign \_\_\_\_\_ Date \_\_\_\_\_

**STATION STAMP**

