KENTOURS SACCO SOCIETY LTD

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1st Floor Commodore Office Suites, Kindaruma Road, Kilimani-Nairobi

SALARY ADVANCE APPLICATION FORM

A. TO BE COMPLETED BY THE APPLICANT

I, Mr./Ms……. hereby apply for an advance of Kshs ……. to be repaid in one instalment.

I authorize my employer to recover the advance granted to me in one instalment plus interest of 3%. I hereby attach my payslip for

…… (Must be the most current). Signature (applicant) …….……. Date……..…….

B. PERSONAL INFORMATION

Employer Unit …….…….……M/NO……..…..……. Payroll No…….……. I.D. No …….……

Present Designation……...…... Address Home …….…..……

Telephone…….…….. Email Address……

Position in Society: Member/Committee/Employer……..…….

C. MEMBERS BANK ACCOUNT DETAILS

Account Name: ……

Account Number

Bank Name: …….……..……Branch ……

D. SECURITY OFFERED (TICK WHERE APPROPRIATE)

My deposits ☐ My Salary ☐ My terminal benefits ☐

E. TO BE COMPLETED BY THE ACCOUNTS DEPARTMENT:

Basic Salary …… Additional Allowances ……..……. Gross Salary ……..……. Net Salary……..

Name…… Designation……..……. Signature & Stamp…….……..…….

F. OFFICE APPRAISAL

Advance applied / recommended Kshs……..……..

Deduction: Principal Amount……..…….……

Interest @ 3% …….…….…

Total ……..……..

Prepared by…….…… Date…… Checked by……..

G. TO BE COMPLETED BY THE BOARD

We the undersigned have considered and approved / differed / rejected the advances as follows.

……	……..	……..	……..
Chairman	Secretary	Treasurer	Vice Chairman

Notes

1. Please attach a copy of your identification card
2. Attach the most recent payslip
3. Maximum amount applicable is Kshs 50,000 or as may be determined by the Board from time to time