



KENTOURS SACCO SOCIETY LTD

P.O. Box 79333-00200 Nairobi Telephone: 0709 309 000,

Cell : 0722 968596, 0733 667596

E-mail: info@kentours.co.ke

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 KRA PIN

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