



Vienna Court  
State House Crescent Rd



0713 171 618



support@shelloyeessacco.co.ke



www.shelloyeessacco.co.ke

## SALARY ADVANCE REQUEST FORM

### 1) Terms and conditions for salary advance

1. Attach 3 original copies of most recent pay slips.
2. To be deducted within 90 days/3 months at an interest rate of 7.5% p.m.
3. Maximum amount will be subject to ability to repay
4. Employer's approval for deduction is a must

I agree to abide by all the terms and conditions governing this advance and any other future amendments.

### 2) PERSONAL DETAILS

Applicant's Name: \_\_\_\_\_

Mno: \_\_\_\_\_ Working Station: \_\_\_\_\_

Applicants Employer: \_\_\_\_\_ P.O. Box: \_\_\_\_\_

Department: \_\_\_\_\_

### 3) ADVANCE DETAILS

Amount applied for(figures) Kshs: \_\_\_\_\_ in words \_\_\_\_\_

To be repaid in \_\_\_\_\_ months through checkoff at 7.5% per month

I do herein agree to be deducted from my monthly salary which acts as security.

Authority is granted to recovery in whole inclusive interest accrued and any other charges applicable.

Applicant's signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 4) ACCOUNT DETAILS

Bank Name: \_\_\_\_\_

Account No: \_\_\_\_\_

Branch: \_\_\_\_\_

Bank Code: \_\_\_\_\_

### 5) FOR OFFICIAL USE ONLY Recommendation by Employer

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Stamp: \_\_\_\_\_

Amount to be deducted (Figures) : \_\_\_\_\_

Vetted By: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (General Manager): \_\_\_\_\_

Amount (Figures): \_\_\_\_\_ (Words): \_\_\_\_\_

Comment: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

