



# HAZINA SACCO SOCIETY LTD

HEAD OFFICE: KIBERA ROAD OFF NGONG ROAD, BEHIND SHELL PETROL STATION  
P.O. BOX 59877 – 00200 NAIROBI. TEL: 2719098/2722106/2428634/2150238. FAX: 2729187/2428634  
MOBILE: 0712149631/0701819685/0701820219/0735926900.  
[Email: info@hazinasacco.or.ke/hazinasacco@yahoo.com](mailto:info@hazinasacco.or.ke)

The Human Resource Manager  
Ministry of .....

P.O. Box .....

**NAIROBI**

**\*(DELETE WHERE NOT APPLICABLE)**

**\*(INCREASE/DECREASE/LOAN REPAYMENT/SHARES)**

I..... Request you to Increase/Decrease my regular payroll deductions currently being paid to Hazina SACCO Society ltd as follows:

From Kshs.....

As previously authorised to Kshs. ....

This should be effective from .....

Signature.....

Date.....

P/no..... Email.....

Tel:..... Ext:.....

Station.....

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## **FOR OFFICIAL USE ONLY**

Shares Balance.....

Loan Balance.....

Agreement.....

**NB: PLEASE ATTACH LATEST PAYSLIP. ENSURE FORM IS RECEIVED IN OUR OFFICE BY 20<sup>TH</sup> OF MONTH BEFORE THE MONTH IN, WHICH ACTION IS TO BE EFFECTED.**