



# HAZINA SACCO SOCIETY LTD

P.O.BOX 59877 – 00200 NAIROBI TEL NO. 2722106/2719098

E-MAIL: info@hazinasacco.or.ke/ hazinasacco@yahoo.com

Application No.....

## SALARY IN ADVANCE REQUEST FORM

### Terms and conditions for salary advance

1. Applicant must be a holder of FOSA salary account and earn their salary through this account.
2. Attach two original copies of most recent pay slip.
3. Maximum amount will be 50 % of expected net salary
4. Commissions of 10% to be charged upfront
5. The advance is to be repaid within one month.

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

Applicants signature.....

Date.....

### PERSONAL DETAILS

TSC/ PERSONAL NUMBER ..... ID/NO.....

Applicants name ..... Mobile Phone Number.....

Telephone number ..... Working Station.....

Applicants employer ..... P.O.Box.....

Department .....

Salary account number

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### ADVANCE DETAILS

Amount applied for in (figures) Kshs .....in words.....

I do herein agree to channel my monthly salary through the FOSA which acts as security.

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

### **FOR OFFICIAL USE ONLY**

**Recommendation by** ..... **Designation**.....

**Amount(Figures)** .....

**Comment** .....

**Signature**..... **Date**.....

**Approved by** .....

(FOSA SUPERVISOR/FINANCE MANAGER/ACCOUNTANT)

**Amount** ..... **(Words)**.....

**Comment** .....

**Signature**..... **Date**.....