



TELEPOST SACCO SOCIETY LIMITED
 P.O BOX 49557-00100
 TEL. 0727438688/0774315096/2222711/2222712

SALARY ADVANCE/SALARY INADVANCE FORM

MEMBER PF NO.....

TELEPHONE NO.....

RE: REQUEST FOR SALARY ADVANCE/SALARY IN ADVANCE

The manager,

Dear Sir/Madam

NAMEID.NO.....A/C.NO.....Do hereby request for salary advance of Kshs..... (in words) to be recovered in full from my salary for a period of Months. I understand a preferred interest of 4% will be charged directly to my account on straight line.

Yours faithfully,

Signature..... Date

REPAYMENT GUARANTEE

I/We the undersigned do hereby accept jointly and severally liability for the repayment of the advance in the event the borrower defaults.

NAME	FOSA. A/C	PF NO.	SIGN	AMOUNT
1.				
2.				

TO BE FILLED BY DEPARTMENT SUPERVISOR

I, _____ PF.NO _____ OF _____ Department confirms that the bearer will be Working in my department for the period ending _____ and I recommend that you grant Him/Her the Salary Advance of ksh _____ payable in _____ month/s.

Supervisor's Signature _____ ext. no _____ Stamp _____

FOR OFFICIAL USE

Advance Applied Kshs. Amount RecommendedBy.....Date.....

Amount Approved Kshs.By Sign.....Date

Name of person Posting Signature Date