

University of Nairobi – Staff loan scheme

Date:
The Manager
Standard Chartered Bank
Dear Sir,

(Enter Staff Full Name (as per ID/Passport))

RE: Deduction at Source Loan facility for _____

National I.D / Passport No.	Date Employed	
Designation	Terms of Employment	Permanent <input type="checkbox"/> Contract <input type="checkbox"/>
Retirement Age	Contract Expiry Date	
Payroll number.	Department	

Details of Loan

Loan Amount	Monthly Repayment	
Repayment period	Type of Loan	New <input type="checkbox"/> Top Up <input type="checkbox"/> Bal. Transfer <input type="checkbox"/>

Applicant's Irrevocable Authority

I, _____ (Full Names) _____ whose particulars are mentioned above, hereby give my employer **University of Nairobi** irrevocable authority to:

Please tick where applicable (one option only)

Deduct the monthly loan repayments of KES _____; _____ (amount in words) _____ per month from my salary and remit the same to the bank until the loan is fully repaid and confirmed in writing by the bank **AND to also** send my salary and allowances directly to my account at Standard Chartered Bank Kenya Ltd

Deduct the monthly loan repayments of KES _____; _____ (amount in words) _____ per month from my salary and remit the same to the bank until the loan is fully repaid and confirmed in writing by Standard Chartered Bank Kenya Ltd.

Name

Signature

HEAD OF DEPARTMENT

I confirm that the above named is a bonafide employee of University of Nairobi and the details indicated above are correct. I also confirm that s/he has not committed any act that makes him/her liable for disciplinary action

1 Name and Designation _____

Signature and Date _____

ADMINISTRATION REGISTRAR / COLLEGE REGISTRAR

I hereby confirm the following details about the above mentioned employee:

Terms of Service..... Retirement Date.....
If on contract, expiry of current contract..... National I.D / Passport no.....
Length of service..... Is there any disciplinary proceedings pending against him/her? Yes/ No

2 Name and Designation _____

Signature and date _____

FINANCE OFFICER

I hereby confirm the salary particulars of the above mentioned member of staff:

Payroll Number..... Basic pay.....
House allowance..... Transport allowance..... Other regular allowances.....

Regular Gross Pay1/3 Basic pay.....Regular Net pay.....

Regular Net pay proposed loan deduction KSH.....

If on contract, Last salary date.....

If permanent, last salary date.....

Confirmed by:

3 Name _____

Signature _____

Designation _____

Official stamp and Date _____

(Copy of this document duly completed and signed by the borrower; signed and stamped by the company official/Signatory)