

TOP UP ADVICE

NAME.....S/NO.....

EMPLOYER..... EMAIL:.....

WORK STATION..... MOBILE.....

Please effect the following changes towards my deduction(s) w.e.f the month of.....

CHANGES

Tick as appropriate:

1. Increase Decrease my shares deduction from Kshs..... to Kshs.....
(Amount in words).....
2. Increase Decrease my Real Estate Deposit Fund deduction from Kshs.....
to Kshs..... (Amount in words).....
3. Cash Deposit Kshs.....
(Amount in words).....

Acknowledgment of Instructions

ID No.....

Signature..... Date.....

FOR OFFICIAL USE ONLY

Current deduction per month Deduction after Instructions.....

Date of processing the instructions.....

Date of posting Processing Officer's Signature.....