

From:

Name.....

Staff Number.....

ID/Passport Number.....

Address.....

Date.....

To:

The Payroll Accountant

Kenya Airways Limited

Head Office

Airport North Road

EMBAKASI, NAIROBI**IRREVOCABLE LETTER OF AUTHORITY TO CHANGE OF PAY-POINT TO WANANDEGE SACCO**

In consideration of **WANANDEGE SACCO** granting me a loan facility of Kshs.....repayable in.....months starting....., I hereby give you irrevocable instructions to channel my salary to the following Account below;

ACCOUNT NAME.....**BANK:** **WANANDEGE SACCO****ACCOUNT NUMBER**.....**BRANCH:** **WANANDEGE SACCO**

These instructions shall remain in force and are irrevocable during the tenure of the loan facility.

These instructions may only be altered or withdrawn in writing by me with the knowledge of and endorsement by the Wanandegge Sacco. I understand that failure to abide by this undertaking may lead to disciplinary action being taken against me by my employer, Kenya Airways Limited.

Yours faithfully,

Signature.....

Name.....

ACKNOWLEDGEMENT:

We, **KENYA AIRWAYS LIMITED**, hereby acknowledge that we have received and will effect your instructions above for as long as you are in the employment of the Company and shall not alter the same in any way whatsoever until such a time that we shall receive written instructions to do so from you and endorsed by the SACCO or until the facility in question is settled in full, whichever comes earlier. However, in the event that you proceed to change your pay point on the ERP system without first notifying the SACCO, the Company shall not be held liable for any consequences that may arise from that change and/or for failure by you to fulfill your obligations to the SACCO. Further, it is your responsibility to notify the SACCO in the event of separating from the Company.

Authorised Signatory:**Official Stamp:****Cc.Wanandegge Sacco****Note:*****(To be filled in duplicate, one copy to be retained at KQ and the other copy to be returned to the Sacco)***