

From:

Name.....

Staff Number.....

ID/Passport Number.....

Address.....

Date.....

To:

Payroll Accountant

KQ Ltd 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 Kshsrepayable 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These instructions may only be altered or withdrawn in writing by me with the knowledge of and endorsement by the Wanandegge Sacco.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.

NB: Wanandegge Sacco Limited is the custodian of your data in compliance with Data Protection Act, 2019.The SACCO may disclose your personal data to 3rd parties in good faith. This may be necessitated by but not limited to; legal obligations, loan recovery and IT System service providers contracted to work for the Sacco. By submitting this form, you are consenting to the above.

Yours faithfully,

Signature.....

Name.....

ACKNOWLEDGEMENT:

We, **KENYA AIRWAYS LIMITED**, hereby acknowledge that we have received and will affect 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.

Authorized 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)