



# QMS Form: Loan Request

Reference: QF08E

Date Published: 16 August 2022

Employee Name:			
Department:			
Payroll Number:			
Payment Method:		Mpesa Number:	

Interest shall be charged by the company on the outstanding balance at the Market Interest Rate quoted by Kenya Revenue Authority on a quarterly basis.

Requested Amount in KES:	
Loan Duration (in Months):	
Deduction Start Month:	
Reasons for Loan Request (Attach a Supporting Document)	

I, \_\_\_\_\_, whose particulars are as above hereby give my employer authority to deduct the monthly loan repayment of KES \_\_\_\_\_ from my salary as per the loan schedule stipulated until the loan is fully repaid.

I further agree that in the event of termination from employment for any reason whatsoever, my employer shall recover any balance remaining from my terminal dues.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## OFFICE USE ONLY-HR

Submission Date:		
	Yes	No
Does the employee have an outstanding company loan?		
Does the repayment amount exceed two-thirds of the employee's pay?		
Approved?		
Reasons if Not Approved:		

## APPROVAL USE ONLY

Checked By	Approved By	First Approval	Second Approval	Final Approval
HR Department	HR Manager	CFO	GM	CEO