STAFF ENTRY FORM

NAME: MR./ MS: DATE OF BIRTH: DEPARTMENT: PIN NO: NHIF NO: Contact Details	ARULRAJ C PANDIAN 1976-05-15 A003595771J R1801366	ID NO: JOINING DATE: DESIGNATION: NSSF NO:	280067 2006-01-01 833016628		
POSTAL 2501 ADDRESS:	CODE:	40100	TOWN:		
TELEPHONE NO:					
EMAIL ADDRESS: arulraj@shiloahmega.com					
Bank Account Details					
BANK ACCOUNT NO: 00296912701					
BANK NAME: I&M BANK		BANK CODE: 57			
BRANCH NAME: KISUM	J	BRANCH CODE: 007			
FOR OFFICIAL USE ONLY					
PAYROLL NO:SIL/004		BASIS: PERMANE	ENT		
SALARY: KSHS.440,000					
RECRUITED BY(HOD):		PROCESSED BY			
		CONTROLLER):			
HR MANAGER					
APPROVED BY (DIRECTOR)		DATE APPROVED : 22-06-2019			

DOCUMENT CHECKLIST

Document	Status	Remarks
(1) Academic and Proffessional Certificates	X	
(2) Copy Of ID Card	X	
(3) 2 Colored Passport Size Photos	X	
(4) Copy Of NSSF Card	X	
(5) NHIF Card	X	
(6) Copy Of KRA PIN	X	
(7) Certificate Of Good Conduct	X	
(8) Salary Remittance Bank Account Details	t X	