## **STAFF ENTRY FORM**

NAME: MR./ MS: DATE OF BIRTH: DEPARTMENT: PIN NO: NHIF NO:	JAMES .M. NYAKUNDI 1960-01-01 OPERATIONS A002042977R R0694827	ID NO: JOINING DATE: DESIGNATION: NSSF NO:	666197 2007-03-13 296083623
Contact Details			
POSTAL ADDRESS:	CODE:	TOWN:	
TELEPHONE NO:			
EMAIL ADDRESS: jame	esmoturinyakundi@gmail.c	om	
Bank Account Details			
BANK ACCOUNT NO: 0	0270190646406		
BANK NAME: EQUITY BANK LTD		BANK CODE: 68	
BRANCH NAME: NANYUKI		BRANCH CODE: 027	
FOR OFFICIAL USE ON	ILY		
PAYROLL NO:SIL/008		BASIS: PERMANENT	
SALARY: KSHS.52,931			
RECRUITED BY(HOD):		PROCESSED BY (FINANCE CONTROLLER):	
HR MANAGER			
APPROVED BY (DIRECTOR)		<b>DATE APPROVED:</b> 18-07-2019	

## **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	