



# SHILOAH INVESTMENTS LTD

## STAFF ENTRY FORM

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<b>NAME: MR./ MS:</b>	SETH AMONDI	<b>ID NO:</b>	21620049
<b>DATE OF BIRTH :</b>	1970-09-07	<b>JOINING DATE:</b>	2016-12-01
<b>DEPARTMENT:</b>	FINANCE & ICT	<b>DESIGNATION:</b>	Business Development Manager
<b>PIN NO:</b>	A001234567S	<b>NSSF NO:</b>	1234567890
<b>NHIF NO:</b>	1234567		

## Contact Details

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<b>POSTAL ADDRESS:</b>	P.O BoX 1018	<b>CODE:</b>	50103	<b>TOWN:</b>	Webuye Road
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**TELEPHONE NO:** 0721890375

**EMAIL ADDRESS:** samondo@gmail.com

## Bank Account Details

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**BANK ACCOUNT NO:** 0290166562462

**BANK NAME:** EQUITY BANK LTD

**BANK CODE:** 68

**BRANCH NAME:** KISUMU

**BRANCH CODE:** 029

## FOR OFFICIAL USE ONLY

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**PAYROLL NO:** SIL/096

**BASIS:** PERMANENT

**SALARY:** KSHS.40,000

**COST CENTRE:** SIL/096

**RECRUITED BY(HOD):**.....

**PROCESSED BY (FINANCE  
CONTROLLER):**.....

**HR MANAGER:**.....

**APPROVED BY (DIRECTOR):**.....

**DATE APPROVED:** 24-12-2016

## DOCUMENT CHECKLIST

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