



# Biblia Sacco Ltd

P.O. Box 7041-00300 Nairobi Tel: 2718933 / 2724990 Fax: 2724990 Cell Phone: 0721 393609  
Email: info@bibliasacco.com. Website: www.bibliasacco.com

TO THE ACCOUNTANT \_\_\_\_\_

## RE: AUTHORIZATION TO DEDUCT FROM SALARY

NAME: \_\_\_\_\_

ADDRESS \_\_\_\_\_

I hereby authorize the following amount Kshs. \_\_\_\_\_ be deducted from my salary and remitted without fail to Biblia Sacco Ltd every month, with effect from \_\_\_\_\_. This constitutes the following amounts:-

(a) Share contribution \_\_\_\_\_

(b) 1st Loan repayment and interest \_\_\_\_\_

© 2nd Loan repayment and interest \_\_\_\_\_

(d) Fund Loan repayment and interest \_\_\_\_\_

(e) SF Loan repayment and interest \_\_\_\_\_

**TOTAL DEDUCTION**

KSHS. \_\_\_\_\_

Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Treasurer

\_\_\_\_\_  
Date

N.B. No change on deductions shall be undertaken except by approval by the society and on prescription forms.

1. The last repayment date of regular loan will be \_\_\_\_\_

2. The last repayment date of emergency loan will be \_\_\_\_\_

3. The last repayment date of Education loan will be \_\_\_\_\_

4. The last repayment date of SF loan will be \_\_\_\_\_

5. Repayment period \_\_\_\_\_ Total loan and interest given Kshs. \_\_\_\_\_

N.B. Employer should obtain clearance from bibilia sacco ltd before a member leaves or employment is terminated. Balance of loan should be recovered from benefits due to the employee.