

THE MANAGING DIRECTOR  
AFYA SACCO SOCIETY LIMITED  
P O BOX 11607-00400  
NAIROBI.

**RE: AUTHORITY TO INCREASE/DECREASE DEDUCTIONS FROM SALARY**

NAME .....

OLD P/NO. .... NEW P/NO.....

PRESENT STATION.....

ADDRESS .....

**ADJUSTMENT DETAILS**

Please adjust my deductions as follow;-

1. Increase/Decrease my shares from Ksh.....to Kshs.....
2. Increase/Decrease my 1<sup>st</sup> Loan from Kshs.....to Kshs.....
3. Increase/Decrease my 2<sup>nd</sup> Loan from Kshs.....to Kshs.....
4. Increase/Decrease my 3<sup>rd</sup> Loan from Kshs.....to Kshs.....

Adjustments to be made in the month of .....

Signature ..... Date .....

**N.B** For any adjustments to be made in the current month's payroll forms must have been received before 16<sup>th</sup> of the previous month e.g for all the adjustments made in January, the variation forms were received in the office by 16<sup>th</sup> of December. Variation forms received from the 17<sup>th</sup> of December to 16<sup>th</sup> of January are to be effected in February e.t.c.

**FOR OFFICIAL USE ONLY**

Fed in the month of .....in .....

Date of feeding .....

Fed by ..... Signature ..... Date .....

In case of rejection re-feed in month of .....

Date of re-feeding.....

By .....

Signature .....