



P.O. Box 59857 00200 City Square Nairobi

INSTALLMENT PAYMENT AGREEMENT.

I,.....of ID no..... staff No.....Telephone no:Email address.....would like the Human Resources Department to deduct Ksh. for a period of months commencingto..... being payment for a plot/s at Kitengela costing Ksh

Date

Signature.....

FOR OFFICIAL USE

HUMAN RESOURCE DEPARTMENT

The member named is an employee of (Institution) and:-

Is a permanent employee

Is on a contract basis (minimum one year)

Name of Human resource officer.....

Signature of Human resource officer.....

PAYROLL

The member namedis eligible to be deducted through check-off amount Kshtowards payment for land.

Approved by:

Managing Director.....

Signature.....

Date