

CHUNA CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED

DATE:.....

Prof/Dr/Mr/Mrs/Ms:.....Chuna No:.....

Payroll No:..... Department:.....

RE: ERRONEOUS RECOVERY

I wish to claim for a refund of Kshs..... Deducted from my salary during the month of My share contribution and my loan-deductions are Kshs..... per month.

I feel that I am due for the above refund.

Alternatively, I claim for the refund for the following reasons:

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SIGNATURE:.....

FOR OFFICIAL USE ONLY

Claim verified by:.....

Amount to be refunded Kshs.....

Approved by:..... P.V. No:.....

Confirmed by:.....

Authorized by:

CHAIRMAN:.....

VICE CHAIRMAN:.....

TREASURER:.....

SECRETARY:.....

NB: Any three of the Finance and Administration Committee members to sign before payment.

