

THE INTERNAL STANDING ORDER

TO THE GENERAL MANAGER	
Account No: _____	Staff Number _____
Type of Account: Savings <input type="checkbox"/>	Furahia <input type="checkbox"/> Others (specify) _____

Dear Sir/ Madam,

Payment Detail	Amount(Kshs)	Total Payment
Deposits contribution		
Share Capital		
Development Loan repayment		
Super premium loan repayment		
Premium loan repayment		
Car loan repayment		
Emergency Loan repayment		
College Loan repayment		
Smart Home loan repayment		
FOSA loan repayment (Specify)		
Others(Specify)		
Total		

I hereby request, instruct and authorise you to draw against my **FOSA ACCOUNT to BOSA ACCOUNT** FROM the above-mentioned ACCOUNT NO the sum total of Kshs _____ Amount in words _____ the amount necessary for payment of the monthly instalment on the _____ day of each and every month commencing on _____ until advised otherwise. All such deductions from my account by you shall be treated as though they have been signed by me personally. Any change of amount or dates must be done only after giving me prior notice.

I understand that the deduction hereby authorized will be processed by internal Standing Order , and I also understand that details of each deduction will be printed on my account statement.

I agree to pay any Sacco charges relating to this Authority. This Authority may be cancelled by me by giving you thirty days notice in writing, sent by prepaid registered post, or delivered to the offices of the above-mentioned Society, but I understand that I shall not be entitled to any refund of amounts which you have already deducted while this standing Order was in force if such amounts were legally owing to you.

I understand that if any Standing order is paid which breaks the terms of this Authority, you will make a refund upon application.

Signed on this _____ day of _____ 20 _____

NAME: _____

Address: _____

SIGNATURE AS USED FOR SIGNING CHEQUES

ASSISTED BY _____

_____ CAPACITY