



KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

STAFF LAPTOP LOAN SCHEME APPLICATION FORM

1. EMPLOYEE'S PARTICULARS

Name Clinton MISANGO P/No. 13722
 Designation Supervisor Grade 4
 Mobile No. 0718748434 Terms of Service permanent

2. LAPTOP LOAN DETAILS

I Clinton Misanga hereby apply for a loan to purchase a laptop valued at Kshs 140,000 from (Supplier)

NB: The company name (as provided in the invoice) should match the bank account name for the company. Attach bank account details for the company.

Total Cash price of laptop Kshs. 140,000
 Less deposit paid by self Kshs. 0.00
 Balance being laptop loan Kshs. 140,000

Loan repayment period 24 months at Kshs. 5,833 per month.

I wish to pay the amount due under the loan by monthly instalments. I understand that payment of the instalments will be effected by monthly deductions from my salary commencing on the last day of the month following disbursement of funds to the Vendor.

Signature [Signature] Date 16/08/2022

3. RECOMMENDATION BY ICT DEPARTMENT

This is to certify that the laptop applied for by Mr./Mrs./Miss..... meets the minimum specifications required. We further certify that the laptop is compatible with the computer strategy and equipment in the Authority.

Verified by:

Name:

Signature: Date:

Tulipe Ushuru Tujitegemee!



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4. APPROVAL BY HUMAN RESOURCE DEPARTMENT

a. Salary Details for: (Month) (Year)

Basic Salary	KShs.....
House Allowance	KShs.....
Other allowances (specify)	KShs.....
Gross salary	KShs.....
Total Deductions	KShs.....
Net salary	KShs.....
Net salary after Laptop loan ded.	Kshs.....

Contract type:

Remaining contract period.....

Name of appraiser

Signature..... Date

b. Approval

I approve/reject the loan application request of Mr./Mrs./Miss.....
to a total sum of Kshs. in respect of laptop loan to be repaid
over months.

Reason for non-approval.....

Name

Signature..... Date

Tulipe Ushuru Tujitegemee!