



PAY-POINT CHANGE REQUEST

Name:.....

P/No. :.....

Station:.....

Dept:.....

**The Managing Director,
Kenya Airports Authority,
P.O. Box 19001,
NAIROBI**

Dear Sir,

RE: MY BANK ACCOUNT DETAILS

Please pay my monthly salary through the Bank Account below unless advised otherwise.

Name of Bank:..... Branch:.....

Bank Account Name:.....

Account No:..... W.e.f.....

Previous Bank:..... Branch.....

Staff Phone No.....

Yours faithfully,

Approved by: HR Manager Station/Supervisor

Name :.....

Name :.....

Signature:.....

Signature:.....

Date :.....

Date :.....

Note: 1. please attach a copy of ATM card.
2. For staff changing from Airport Sacco to other banks, you must provide a clearance form from the Sacco.