



KENTOURS REGULATED NON-WDT SACCO SOCIETY

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MEMBERSHIP CLEARANCE/WITHDRAWAL FORM

PART A: TO BE COMPLETED BY THE MEMBER

MEMBER BIO DATA

Members Name..... Membership No

ID No..... (Attach ID Copy) Phone No. Name of employer.....

REASON FOR CLEARANCE (Tick as appropriate)

Exiting the Sacco ☐ Change to Individual Contributor ☐ Change of Employer ☐

If exiting the Sacco, please fill sections 1, 2, and 3 below:

1. Reason for Exit (Tick as appropriate)

- | | |
|---|---|
| ☐ Joining Another Sacco | ☐ Exploring Other Investment Opportunity |
| ☐ Loss of Income/Employment | ☐ Relocating Abroad |
| ☐ Retirement | ☐ Unhappy with Service |
| ☐ Other (Please Specify) | |

Would you consider rejoining the Sacco should the circumstances change? Yes ☐ No ☐

2. Members Bank Account Details

Account Name:

Account Number

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Bank Name: Branch

3. Share Capital Status

Do you want to retain or transfer your Share Capital? Retain ☐ Transfer ☐

For share capital transfer, exiting member and the transferee must fill the Share Capital Transfer Form.

MEMBER SIGNATURE..... DATE:

PART B: TO BE COMPLETED BY THE EMPLOYER – HUMAN RESOURCE/ FINANCE DEPT

Please confirm the above is your employee/former employee Yes ☐ No ☐

If yes, specify if you have any objection to our processing his/her Sacco savings refund.....
.....

Name Designation Signature & Stamp.....

NOTES

- i. Refunds are processed within 60 days from date of receipt of the duly completed withdrawal form.
- ii. Only free deposits are refundable. Members may free their deposits by getting alternative guarantors for the loans they have guaranteed.
- iii. Membership withdrawal fee is Kshs. 1,000 plus excise duty at applicable rate.

PART C: FOR OFFICIAL USE

TO BE COMPLETED BY KENTOURS RECEIVING OFFICER

Comments;

Name:Signature: Date:

TO BE COMPLETED BY REFUND PROCESSING OFFICER

Member’s current deposits	Kshs.....
Member’s loan balances	Kshs.....
Amount guaranteed to other members	Kshs
Other debts (stocks etc.)	Kshs
Insurance premium	Kshs
Share capital	Kshs
Withdrawal fee plus excise duty	Kshs
Net amount payable	Kshs

Prepared by: NameSignature **Checked by:** Name Signature.....