

BONDO TECHNICAL TRAINING INSTITUTE



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CHANGE OF PAY POINT

PART A: INSTRUCTIONS

1. This form is to be filled in by an employee in need of changes to be made on pay point
2. Tick the appropriate Option
3. Pay point change should be requested by the 15th day of every month

PART B: STAFF DETAILS

Name

Staff No:

Employment Terms: Permanent/ Contract/Casual

PART C: PAY POINT

Change of pay point: From.....to.....

Effective Date:

PART D: CERTIFICATION

Requested By: Name.....Signature.....Date.....

Approved by: Date.....

HR Officer