

# YES HOUSING CO-OPERATIVE SOCIETY LTD

## SHARES ADJUSTMENT

To The Secretary,  
YES Housing Cooperative Society Ltd,  
P O Box 29416 - 00100  
NAIROBI

Mr/Mrs/Miss: ..... Member No..... do hereby request  
you to authorize my employer by a copy of this form, to increase/reduce my regular monthly share  
contributions from Kshs..... to Kshs..... with effect  
from.....until further notice.

My total shares by the end of the month of .....are Kshs.....

I am employed by ..... Payroll No. .... Stationed at.....  
Address..... Tel No. ....  
Mobile Phone No.....  
Signature of applicant ..... Date.....

NB. Application to reach the Society's office before 10<sup>th</sup> of the month when action is to be effected.

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### TO BE COMPLETED BY THE HUMAN RESOURCES MANAGER

I..... the ..... (Designation) hereby certify that  
Mr/Mrs/Miss ..... fulfils the requirement for the Shares/Loan (delete as appropriate)  
adjustment.

Signature..... Date.....

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### FOR OFFICIAL USE ONLY

The Member's application has been approved/rejected (delete as appropriate) and actioned effective from the  
month of .....

#### Reasons for rejection

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Signature..... Date.....  
Chairman