KENYA TEA DEVELOPMENT AGENCY

THE CHIEF ACCOUNTANT
KENYA TEA DEVELOPMENT AGENCY
P.O. BOX 30213
NAIROBI

RE: REQUEST FOR CHANGE

I am a registered grower in …… Tea Factory C. Ltd. Of……District

Under the name ……...

This is to request you to effect the following change(s) in any particular.

Division

3 4 5 6 7

Grower NO.

8 9 10 11

Bank Code for officials only

12 13 14 15

BANK: IRIANYI SACCO SOCIETY LTD.

BRANCH ……..

GROWER'S NEW NAME

BANK ACCOUNT

Grower's signature ……../ Thumb print

ID card NO……

Field Service Co-coordinator's name:…….

Address ……. Sign: ……

Date: ……. official Rubberstamp…….
Approved by factory Unit Manager/Accountant ……..

Sign: …… Date: ……

NB: 1. Tea Officer only to certify Growers' particulars Sin: ……Date ……
2. Field services officer to certify payment particulars Sign: …….. Date……..

For Accounts Department Only
Checked by;…….
Approved by;……
Date: ……

For Computer Departments only
Checked by;……..
Approved by; ……
Date:……..

ACCT. F.4 …….
Please attach a copy of your pay slip.