



## REFUND REQUISITION FORM

### 1. APPLICANT'S DETAILS

Initials: Mr  Ms  Mrs  Dr  Miss  others: \_\_\_\_\_

Membership No: \_\_\_\_\_ First Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Omang No: \_\_\_\_\_ Gender: \_\_\_\_\_ DOB: \_\_\_\_\_ Retirement Date: \_\_\_\_\_

Marital Status: Single  Married  Divorced  Windowed

Postal Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Home Village: \_\_\_\_\_ Ward: \_\_\_\_\_

Designation: \_\_\_\_\_ Workplace: \_\_\_\_\_

Employer: \_\_\_\_\_ Department: \_\_\_\_\_ Tel (W): \_\_\_\_\_

Name of Chief/Headman: \_\_\_\_\_ District: \_\_\_\_\_

#### Next of Kin (in case of emergency)

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Tel: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. TYPE OF REFUND (TICK)

Emergency Loan: \_\_\_\_\_

Ordinary Loan: \_\_\_\_\_

Quick Loan: \_\_\_\_\_

GFS: \_\_\_\_\_

Savings: \_\_\_\_\_

Amount to be refunded: \_\_\_\_\_ Month: \_\_\_\_\_

Amount in words: \_\_\_\_\_

### 3. BANK DETAILS

Bank Name: \_\_\_\_\_

Account Number: \_\_\_\_\_

Branch: \_\_\_\_\_



Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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#### 4. WORKINGS

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Total Deductions P \_\_\_\_\_

Installments P \_\_\_\_\_

Total Refund P \_\_\_\_\_

**PREPARED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

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#### SUPERVISOR

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Name: \_\_\_\_\_ Designation: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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#### MANAGER

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Name: \_\_\_\_\_ Designation: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**NB:** PLEASE ATTACH A COPY **OMANG AND LATEST PAYSLIP** TO THIS APPLICATION.