

The Director
Salary Service Bureau
P. O Box CY507
Causeway
Harare

PLEASE ACTION THE UNDERMENTIONED DEDUCTION FROM SALARY IN RESPECT OF:

SURNAME FOLLOWED BY FIRST NAMES

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DEPT CODE No.

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STATION CODE No.

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EMPLOYED IN THE MINISTRY/DEPARTMENT OF:

THIS IS A NEW/ CHANGE TO/ CESSATION OF: EXISTING DEDUCTION (*Delete the inapplicable*)

(NOTE: COMPLETE VACANT BLOCKS IN CLEAR BLOCK CAPITALS)

EMPLOYEE CODE No.

C/D

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CODE

FROM DATE

TO DATE

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PAYEE CODE NO:

REFERENCE NUMBER

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MONTHLY INSTALMENT

ID NUMBER

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APPLICANT SIGNATURE:

DATE:

AUTHORISED/APPROVED BY:

DATE:

IMPORTANT NOTICE: No form will be accepted without an employee code number being quoted. If an incorrect number is quoted a deducted will result from the incorrect person. Every care must be taken to verify the E.C Number from the payslip. This instruction is given on the understanding that neither I nor my Heirs, Successors nor Assigns shall have any claim against the Government for damages in the event of payments herein stipulated not being made on the date for any reason whatsoever, including negligence, it being understood further that the Government undertakes this service purely on a Non-Committal and Non- Liability Basis