



...towards a prosperous future together

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STANDING ORDER (STO) FORM

APPLICANT DETAILS

Date.....
 Account Name:..... Branch
 Staff No..... Tel:.....

Kindly Place Amend Delete Suspend my standing order instructions whose details are below:

EXTERNAL STO (Beneficiary account held outside the Sacco)

Beneficiary		
Account Name.....	Bank.....	Branch
Account No.....	Reason/Policy No.....	1 st Payment date
Pay amount Ksh (figures).....	Amount (words).....	
Pay Frequency..... Last payment date		

INTERNAL STO (Beneficiary account held within the Sacco)

Payment:		
Loan Type	Amount	
Shares	Amount	
Deposits	Amount	
Others (Specify).....	Amount	
.....		
Special Instructions		
Pay until further Notice <input type="checkbox"/>	Pay until full amount is paid <input type="checkbox"/>	Pay until last payment Date <input type="checkbox"/>
Frequency		
First payment date: (Dd/mm/yy) Last payment date :		

Signatory Name (s)	National ID NO. (s)	Signature (s).
1.....
2.....
3.....
4.....

FOR OFFICIAL USE ONLY

Verified by..... Signature

Approved by..... Signature

Note: A commission for unpaid STO will be charged if there are no funds on the due date. However, if the account is funded within the payment window, the standing order will be paid at the end of the month.