**PSSS.3**

**P**

**S**

**S**

**S**

**ADDITIONAL VOLUNTARY CONTRIBUTION FORM**

**PUBLIC SERVICE SUPERANNUATION SCHEME**

To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir / Madam,

**RE: AUTHORITY TO VARY SALARY DEDUCTIONS TOWARDS ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVC)**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Personal / TSC No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do hereby authorize you to increase/decrease my Additional Voluntary Contributions deductions from Kenyan Shillings \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to Kenyan Shillings ………………………………….. from my salary with effect from the month of \_\_\_\_\_\_\_\_\_\_\_\_ and remit the same to the PSSS Fund towards my Additional Voluntary Contributions (AVC).

My new monthly AVC deductions should therefore be Kenyan Shillings (amount in figures) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (amount in words) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ID No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SECTION C: FOR OFFICIAL USE ONLY: To be completed by Head HR**

I certify that information provided above is accurate and that the employee Additional Voluntary Contributions has been effected from the month of\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sign: \_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

Official Stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***NB: Original PSSS.3 Form to be retained in the Officer’s Personal File.***