LABOUR RELATIONS ACT NO. 14 OF 2007

FORM OF NOTICE OF EMPLOYEES AUTHORISING DEDUCTION.

TO: ……
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*1. (a) Pursuant to the **Labour Relations Act No. 14 of 2007**, read together with the Union's Constitution and the revised **Labour Minister's Gazette Notice No. 169 dated 1st November 2024** (copy attached) and on behalf of Banking Insurance and Finance Union (Kenya) hereby request you to deduct from wages of the employees listed on the reverse of this Notice being employees who have acknowledged the membership of this Union monthly trade union dues at the rate of **1% of basic salary subject to the minimum of Kshs. Two Hundred and Fifty (250/=) and a maximum of Kshs. 1500/= per member per month** from the month of …… 2026 and thereafter continue with deductions monthly.*

*1. (b) All the monthly trade union dues so deducted per member per month in respect Banking, Insurance and Finance Union (K) to be paid by crossed cheque to the account of **Banking, Insurance and Finance Union (K)** account number **01-020-741448-00 at the Standard Chartered Bank Kenya Ltd, Harambee Avenue Branch**, P.O. Box 20063 Nairobi.*

*2. A further deduction of Kshs. One Hundred (100/=) to be paid by crossed cheque to the account of Central Organization of Trade Unions (K) **at Kenya Commercial Bank Account No. 1108987486, Moi Avenue***

3(a). The remittance and notices of deductions together with lists of paying members thereof should be delivered not later than 3rd day of the month next after month in respect of which the deductions are made.

(b) The notices and lists should be delivered to the Banking, Insurance and Finance Union (Kenya), P.O. Box 42748-00100 Nairobi and to Central Organization of trade Union (Kenya) COTU, at P.O. Box 13000-00100, Nairobi.

*(c) The **Trade Union** and **Central Organization** as required by section 48 of the Labour Relations Act No. 14 of 2007 to deliver a receipt for every remittance within fourteen (14) days of the receipt of notice of such remittance.*

(d) The employer of whom this notice is addressed is required to make returns to the Registrar of Trade Unions of all payments made hereunder in accordance with the above mentioned order of the Minister.

4. This notice applied to employees wages payable by you at the end of the month of …… 2026.

Yours faithfully,

TOM O' ODERO
GENERAL SECRETARY

DATED…… 2026

C.C. ***Registrar of Trade Unions,***
P.O. Box 40326 - 00100,

Nairobi.

BANKING, INSURANCE AND FINANCE UNION (KENYA)

NAME OF THE FIRM …….

EMPLOYEES IN RESPECT OF WHOM DEDUCTIONS FROM WAGES ARE REQUIRED TO BE MADE

We, the undersigned, hereby acknowledge that we are members of BANKING, INSURANCE AND FINANCE UNION (KENYA) and hereby revoke forthwith membership of any other trade union.

UNION MEMBERSHIP NUMBER	**NAMES OF MEMBERS**	**PAYROLL NUMBER**	**SEX M/F**	**SIGNATURE**	**DATE**