



**KENYA LITERATURE BUREAU STAFF RETIREMENT BENEFITS  
SCHEME 2011  
ADDITIONAL VOLUNTARY CONTRIBUTIONS (AVC) - NOTIFICATION  
FORM**

To: The Head of Human Resource Management Division,  
CC: Trust Secretary – KLB Staff Retirement Benefits Scheme 2011

Name: .....

Staff Personal Number: ..... Department: .....

I hereby advise that in addition to the monthly pension contributions deducted from my salary, I would like to make Additional Voluntary Contributions (AVCs) at the fixed amount of Kshs. .... per month.

I further authorise Kenya Literature Bureau to deduct this additional contributions from my pay and remit them to the KLB Staff Retirement Benefits Scheme 2011 with effect from .....

This instruction supersedes any earlier advice given subject to revision only once in a year.

Signed: ..... Date:.....

***For Official Use:***

Reviewed by Human Resource Representative: .....

Signed: ..... Date:.....