



MOI UNIVERSITY

Office of the Deputy Vice-Chancellor, Administration, Planning and Development

INTERNAL MEMO

FROM: Deputy Vice Chancellor, A,P&D

DATE: 12th August, 2020

TO: ALL Staff

REF: MU/ADM/1/6

SUBJ: LIST OF STAFF DEPENDANTS

The above-captioned subject matter refers.

The University is in the process of renewing the Medical Cover for staff and in order to facilitate the process, staff are requested to update their list of dependant's as per the attached form.

The form should be dully filled and submitted in soft copy through the email address: personnel@mu.ac.ke and a hard copy delivered to the Main Campus Registry on or before **Monday, 24th August, 2020.**

Please note, that, the list of dependant form (R4) can also be downloaded from the University website.

12 August, 2020

PROF. DANIEL K. TARUS
AG. DEPUTY VICE CHANCELLOR – ADMINISTRATION, PLANNING AND DEVELOPMENT.

attch

FS/cc



MOI UNIVERSITY

LIST OF EMPLOYEE DEPENDANTS

1.0 EMPLOYEE INFORMATION

NAME OF EMPLOYEE: PF. NO.....

ID/NO: DATE OF BIRTH(d/m/y)

NHIF/NO: GENDER:

2.0 JOB INFORMATION

DATE OF FIRST APPOINTMENT :

DESIGNATION: GRADE:

SCHOOL DEPARTMENT:

CELL PHONE NO: EMAIL

3.0 DEPENDANT(S)

3.1 Spouse

NAME: DATE OF BIRTH:

3.2 Dependant Children

	NAME	DATE OF BIRTH

4.0 EMERGENCY CONTACT INFORMATION

NAME:

RELATIONSHIP:

ADDRESS: CELL PHONE:

5.0 DECLARATION

I hereby declare that the information provided above is a true representation of my dependants as at

DATE: SIGNATURE:

APPROVED BY:

SIGNATURE: DATE:
FOR: DVC - (Administration, Planning and Development)

NB: PLEASE ATTACH BIRTH CERTIFICATES/NOTICATIONS FOR YOUR CHILDREN AND MARRIAGE CERTIFICATE FOR SPOUSE