

**MEMBERSHIP OPTION FORM**  
**(OFFICER AGED 45 YEARS AND ABOVE)**

PSSS.2

PUBLIC SERVICE SUPERANNUATION SCHEME

To be completed by eligible Public Servants aged **45 years and above** as at **1<sup>st</sup> January, 2021** who opt to join the scheme. This option must be made within three months of PSSS commencement i.e. **1<sup>st</sup> January, 2021 to 31<sup>st</sup> March, 2021.**

**SECTION A: PERSONAL DETAILS**

Name \_\_\_\_\_  
SURNAME MIDDLE NAME LAST NAME

Personal / TSC No. \_\_\_\_\_ Date of Birth \_\_\_\_\_ National ID \_\_\_\_\_  
(DD/MM/YY)

Designation \_\_\_\_\_ Job Group/CSG \_\_\_\_\_

Date Appointed on Permanent Pensionable Terms \_\_\_\_\_ Duty station \_\_\_\_\_  
(DD/MM/YY)

**SECTION B: DECLARATION**

I \_\_\_\_\_ Opt to join  
(NAME)

Contributory Pension Scheme (**The Public Service Superannuation Scheme (PSSS)**) With Effect

From (Date) \_\_\_\_\_  
(DD/MM/YY)

**I understand that:**

- i. My contributions to the Scheme will be deducted monthly at the rate of 7.5% of my basic salary. The rate of contribution will be graduated at the following rates: 2% in the first year; 5% in the second year; and 7.5% in the third year.
- ii. My contribution to the WCPS or NSSF (where applicable) will cease with effect from the date of joining the PSSS.
- iii. Once I have made this option, it is **irrevocable**.

I have made this option voluntarily and with full knowledge of my obligations and the benefits that may accrue from the Scheme.

Signed: ..... (Employee) Date.....

**Witnessed:** (A person well known by the employee)

Name: ..... ID No. ....

Signature: ..... Date: .....

**SECTION C: FOR OFFICIAL USE ONLY**

Received by (Name) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ADDITIONAL VOLUNTARY  
CONTRIBUTION FORM**



PSSS.3

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 AVC 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 \_\_\_\_\_