

Original to: Ministry of Finance  
Duplicate to :Head of Department  
Triplicate (When used as an arriva advice only) to:  
Personnel Division.



Account Form No. 81  
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**REPUBLIC OF ZAMBIA**

**ARRIVAL ADVICE AND PAYMENT OF SALARY**

Establishment File No.....

Finance File No.....

To be completed by each officer immediately on his return from vacation leave, arrival on first appointment or whether it is desired to ammend the method of payment of salary.

THE SENIOR FINANCE OFFICER(SALARIES)  
MINISTRY OF FINANCE  
PO. BOX 50062  
**LUSAKA.**

1 SURNAME( IN CAPITAL LETTERS).....  
FULL CHRISTIAN NAMES(in CAPITAL LETTERS).....  
NATIONAL REGISTRATION NUMBER.....  
WORK PERMIT NUMBER Where applicable  
DEPARTMENT..... POST HELD.....  
CONDITIONS OF SERVICE-Contract/Probation/Permanent/Temporary.

2 I have to inform you that I have -returned from vacation leave on  
Arrived on first appointment  
.....and have been posted to.....

3 I returned by .....Vessel/Flight which left.....  
on .....in cabin.....Grade.....and I disembarked at  
.....on. 20

4 I was accompanied by my wife and family.

5 I was not accompanied by my wife and family, whom I expect to arrive in the republic  
about.....and of whose arrival I will advise you immediately upon their return.

6 I reported on duty on.....

7 Until further notice I wish my salary to be paid:  
(a) to.....Bank at .....Branch  
(b) By open cheque at my own risk.....  
NB-Delete words or paragraphs no applicable.

.....20.....

.....20.....

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Officers signature  
.....  
Permanent secretary  
Head of Department

