INTERNAL MEMO 1/2023

**Date:** 11th September 2023

**From:** Mr. Kariuki Mwangi

**To:** All Staff-Kariuki Mwangi & Co. Advocates

# Subject: Cessation of Cash Transactions (No Cash Transaction)

Following requests by our clients and for accountability purposes, we shall not be handling cash transactions. Clients making payments into our client or office accounts shall be advised to make such payments using the following bank pay bill(s) and account number(s)-

# Office Account at Sidian Bank

Pay Bill Number:

Account Number:

# Client Account at Kenya Commercial Bank

Pay Bill Number:

Account Number:

# Client Account at Equity Bank

Pay Bill Number:

Account Number:

Upon confirmation of payment, the Cashier for the time being shall: -

1. Immediately Issue the client with an official receipt for each transaction and;
2. Indicate transaction references and details on the receipt.

Any payment by cheque must accordingly be banked in the right account and a receipt issued forthwith. For payments made by bank transfer, upon confirmation of the bank transfer, the details must be recorded and a receipt similarly issued immediately.

Until further changes, Esther Kibe shall handle the aforementioned cashier duties. The above instructions take effect immediately and failure to adhere to these instructions will be construed as a disciplinary issue.

**JOSEPH KARIUKI MWANGI**