



NEW GENERATION KENYA ELECTRONIC PAYMENT AND SETTLEMENT SYSTEM (NG KEPSS)

NG KEPSS User Admin Substitution Form (ONLY 1 substitution per Form)

NAME OF INSTITUTION **NG KEPSS Kes Settlement Account No**.....

	Full Names of the Outgoing KEPSS User Admin (1 st , 2 nd and Surname)	Token Serial Number	Fixed Line and Mobile Contact	User Email Address (Institutional Email ONLY)
1.			N/a	N/a
	Full Names of the Incoming KEPSS User Admin (1 st , 2 nd and Surname)	Token Serial Number	Fixed Line and Mobile Contact	User Email Address (Institutional Email ONLY)
1.				

Justification for the Substitution and affix Official stamp

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Signatory 1

Full Names

Signature

Signatory 2

Full Names

Signature

*** Submit this form with the previous User Admin. Token to Digital Payment Services Division on 5th Floor – CBK Building, Haile Selassie Avenue

For assistance call helpdesk through +286 (020) 3103, 3109, 3115, 3126 or 0771 108722, 0700 327522