

REF: UN DT SACCO/CIR/MAY/2023

18th May 2023

Dear Honorable Members,

RE: NOTICE OF RELOCATION TO THE NEW UN SACCO CENTRE OFFICE

Following the acquisition of the new office space on No. 80, UN Crescent, the Sacco has been hard at work preparing the property for occupation. We are now pleased to advise that these preparations are nearing completion.

The new office will be known as **UN SACCO CENTRE**.

The Sacco is now planning to migrate operations to the new office this coming weekend. The new office will house our Back Office and Customer Service Operations while the UN Complex office will continue hosting our Front Office (Banking) Operations.

This is therefore to notify all members that starting **Monday 22 May 2023**, all the operations currently at our offices in Gigiri Square will be relocated to the **UN SACCO CENTRE**. To facilitate the migration, services currently offered at the Gigiri Square office will be suspended on Friday 19th May 2023 starting 12.00 noon EAT. Members who wish to visit the office for enquiries are advised to make advance plans to avoid any inconveniences. The services at the UNON complex office (FOSA office) as well as online and mobile banking services will not be disrupted and will continue running normally.

The UN SACCO CENTRE is located at No. 80, UN Crescent Road, off UN Avenue next to the IOM Regional Offices and will be open to all our members.

We apologize for any inconvenience that may be caused during the migration process and welcome you all to visit the new office. For any enquiries contact us on customercare@unsacco.org, WhatsApp +254720434521 or visit our offices for assistance.

Signed,



Dr. Nebart Avutswa

For and on behalf of:
**UNITED NATIONS SAVINGS AND CREDIT
COOPERATIVE SOCIETY LIMITED**
.....Chief Executive Officer

CHIEF EXECUTIVE OFFICER