



# IDENTITY CARD FORM



Staff ID Card Number: **SO**

**NAME:**

Suleman Sabiu		
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Surname

First Name

Others

**POSITION:**

DRIVER
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**UNIT/BRANCH:**

FIDELITY ICANO
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**STAFF SIGNATURE:**

S. S.
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**AUTHORISATION:**

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This form must be returned with other completed documents for prompt processing please.



STAFF PERSONAL DATA FORM

STAFF ID CARD NO -----

SULAMAN  
NAME (Surname)

SABIU  
First Name

Other Names

18 / 07 / 1973  
Date of Birth (DD/MM/YYYY)

YAKASAI KANO  
Place of Birth

NIGERIA  
Nationality

NO 643 YAKASAI QUARTERS GYANAWA BABBAR KOFA KANO  
Contact Address (No. of House/Compound, Street Name, Nearest B/Stop, Name of Area, & State.)

MUNICIPAL COUNCIL KANO STATE

NO 643 YAKASAI QUARTERS GYANAWA BABBAR KOFA  
Permanent Address (No. of House/Compound, Street Name, Nearest B/Stop, Name of Area, & State.)

KANO MUNICIPAL KANO STATE

FLB 1559AA02  
Drivers License No.

National I.D No./Security No.

N/A.  
International Passport No.\*

—  
Email Address

08065525019  
Staff Mobile Telephone No.

—  
Other No.

KANO STATE  
State of Origin

643 YAKASAI GYANAWA BABBAR KOFA  
Home Town Address

**BANK ACCOUNT/PENSION DETAILS**

GTB FIDELITY SAVINGS  
BANK NAME (Current & Savings Acct)

~~0173587561~~  
ACCOUNT NUMBER

22233623827  
BANK VERIFICATION NO.

Designated Banks:  
FBN, FCMB, DIAMOND BANK PLC, STANBIC IBTC, GTB, STANDARD CHARTERED, UBA, ZENITH BANK

LEADWAYPEN

PEN 100879388326

**FAMILY INFORMATION**

MARRIED

Marital Status

HADIYA

Spouse's Name

1 1

Spouse's Date Birth

20/08/2017

Wedding Date

08109124952

Tel. Number of Spouse

SULAIMAN (MAL) DECEASED

Name of Father

HADIYA SAUDATU ISMAIL

Name of Mother

NO 643 YAKASAI GYANAWA BABBAR KOPA KANO

Contact Address of Parents

HABU MANU

Name of Next of Kin

(Person to be contacted regarding payment of terminal benefits in case of death of staff)

MINI OF LOCAL GOVT. (GWALE LGC)

Contact Address of Next of Kin

BROTHER

Relationship with Next of Kin

08098471963

Tel. Number of Next of Kin

**CHILDREN & DATE OF BIRTH\***

#	Name	Date of Birth	School
1.	<u>NOT YET</u>	<u>/ /</u>	
2.		<u>/ /</u>	
3.		<u>/ /</u>	
4.		<u>/ /</u>	

**PERSONAL ATTRIBUTES**

64

Height

60

Weight

BROWN

Colour of Eyes

HAUSA/ENGLISHA

HADIYA



**Human Resource Outsourcing  
Chauffeur Training  
Security Supervision  
HR Consultancy**

A division of C&I Leasing Plc.

SULIEMAN SABIU  
NO 643 YAKASAI QTRS GYANAWA  
BABBAR KOFA KANO  
'08065525019

Dear Sabiu,

**EMPLOYMENT LETTER**

We refer to your recent interview and are pleased to inform you that you have been offered employment as a DRIVER, effective 28<sup>th</sup> May 2018. The conditions of employment shall be as follows:

**Position: Driver**

**Remuneration Breakdown Per Month**

Basic	7,000.00
Dressing	8,500.00
Entertainment	8,100.00
Housing	7,500.00
Lunch	7,807.00
Transportation	6,500.00
Utilities	8,500.00
<b>**Gross Pay</b>	<b>53,907.00</b>

\* This shall be subject to statutory deductions

**Posting:** You will be required to serve the company anywhere within Nigeria and in whatever capacity the organization deems appropriate from time to time

**Work Days:** This shall be from 8.00am to 5.00p.m (Monday – Friday) with one hour break period.

**Job Description:** Driving and related services as may be advised by your supervisor. You will work strictly under the rules and regulations of our client.

**Pension Contribution:** This shall be in line with prevailing Pension Legislation

**Tax:** This shall be in line with prevailing Tax Legislation

**Over time:** Overtime rate hour after 6pm is N 1,500

**Weekend Allowance:** You are entitled to N2, 500(i.e. Saturday and Sunday) as weekend Allowance if work is done on weekend

**Public Holiday Allowance:** You are entitled to N2, 500 as Public Holiday Allowance for work done during the period



**Out of station Allowance:** You are entitled to =N= 5,000.00 per night as out of station allowance for all trip outside your area of operation

**Medical:** Staff will be entitled to medical treatment on the HMO platform

**Christmas Bonus:** Staff who have stayed up to one year shall be entitled to one month basic salary as Christmas bonus while those less than one year shall be paid on pro-rata basis. Any staff dismissed or who leaves before one year, shall forfeit same.

**Annual Vacation:** Only staff whose duration of employment extends to a year shall be entitled to fifteen (15) working days' vacation with an allowance. Vacation shall be taken as advised by your supervisor.

**Probation:** This appointment is subject to probationary period of six (6) months. Confirmation letter shall be issued subject to the satisfactory performance and fulfilment of other conditions of employment.

**Termination:** Either party may terminate this employment within the probation period without notice but such intention must be expressed in writing.

Either party has the right to terminate this employment after the first six (6) months by giving two weeks' notice or payment of two weeks basic salary in lieu of notice.

Where employee is guilty of misconduct in his employment capacity, he may be dismissed without notice/benefits.

**Communication:** You are a staff of C & I Outsourcing and therefore no direct communication between you and our client in respect of the terms and conditions of employment will be entertained.

Please sign the attached copy of this letter and return same to us in acknowledgement of your acceptance of this offer.

Yours faithfully,  
For: C & I OUTSOURCING

  
**Andrew Otike-Odibi**  
Managing Director

NAME Sabeu Suleyman SIGNATURE  DATE 13-07-2018