



## SECTION 12

# RSLAF BANKING SYSTEM

RESTRICTED



MINISTRY OF DEFENCE  
TOWER HILL  
FREETOWN  
Tel: +232292929

13/4/11  
#115000

Reference: MoD/Pers/Tig/0/20

See Distribution

Date: 14 Apr 2011

**BANKING POLICY**

1. Attached herewith, please find RSLAF Banking policy that was approved by DPC on the 7 Apr 11. You are requested to disseminate the policy to units under command.
2. Please accept for your necessary action.

*Bockarie*  
**AS BOCKARIE**  
 Lt Col  
 for D Def Pers

Distribution:

Action:

HQ JFC - J1  
 AFPC  
 AF Band  
 MOD -Camp Comdt

Info:

MD  
 CDS  
 DCDS  
 ACDS-PersTrg  
 ACDS Sp/Log  
 ACDS G/EO  
 All Directorates



BD 9/65

RESTRICTED

8030



REPUBLIC OF SIERRA LEONE ARMED FORCES  
BANKING POLICY  
GUIDE TO PROCEDURES FOR PAYMENT OF EMOLUMENTS

By Command of the  
Defence Policy Committee

MINISTRY OF DEFENCE  
TOWER HILL  
FREETOWN

7 Apr 11

## RSLAF BANKING POLICY

### BACKGROUND

1. Following the direction from MD to institute 100% banking across the RSLAF in early 2010, there is a requirement to outline the principles which govern the use of personal bank accounts for RSLAF personnel in receipt of their emoluments.

### AIM

2. There is a need to ensure Commanders, at all levels, have unambiguous guidance on the standards expected by the RSLAF of their soldiers<sup>1</sup> when operating a private bank account. In order to achieve this there must be set criteria by which a Commander can measure a soldier's behaviour and when his/her actions have fallen below the required standard.

### CRITERIA

3. Underpinning this policy is the fundamental principle that 'The RSLAF is to achieve 100% banking' and the following criteria are predicated on that premise:

a. Every member of the RSLAF is to have one bank account into which their monthly salary will be paid.

b. Personnel will only be able to register one bank account with AFPC at any one time.

c. A 3 month period of notice **MUST** be given when a soldier wishes to change his bank account from one bank to another and this must be submitted in writing to his Commanding Officer. The unit Commanding Officer will be required to endorse the application accordingly, indicating whether he supports the application and then, only after ensuring that the soldier has no outstanding loan/commitment with his current bank. There are two exceptions to this:

(1) On posting this may be done immediately although the application must be agreed in writing personally by the losing Unit's Commanding Officer.

(2) Where personal circumstances dictate, although the application must be agreed in writing personally by the losing Unit's Commanding Officer and accompanied by a justification stating the reason for the requirement to immediate change the bank accounts.

d. All changes of bank accounts are to be approved by Unit Commanding Officers.

<sup>1</sup> For the purposes of this policy, "soldiers" is defined as Officers and Other Ranks.



## BANKING

### GENERAL

1. Up until Jun 01 soldiers were given their salary by cash only and it was then his/her responsibility to get that money to their families, irrelevant of where they were stationed. Since May 01 the AFPC have been committed to have as many officers and soldiers making allotments to the bank so their families can withdraw their monthly salary without the soldier having to come to Freetown.
2. It is now policy that soldiers will no longer be given passes so they can deliver money to their families and anyone leaving their place of duty without permission will be classed as AWOL.

### ALLOTMENT PROCEDURE

3. Various banks were approached to see if it would be viable to have a special account for Armed Forces personnel which would not accrue high bank charges. Rokel Bank agreed to open an account exclusive to soldiers charging a monthly fee of only 2,000 leones which after more discussions was reduced to 1,500 leones.
4. Any soldier wishing to start an allotment with Rokel Bank must complete the form at Annex A. If a person has an account already open in another bank this may be used instead. All new allotments must be for a minimum period of 3 months.
5. When starting an allotment a soldier may deposit more than the amount he wishes to be allotted. For example he may deposit into the bank 80,000 leones a month of which only 40,000 may be withdrawn by his nominated person. The remaining 40,000 leones will be kept in the account as savings which only the soldier can withdraw. When the account reaches a balance of 100,000 leones interest will start to be earned. The soldier, if he wishes, may amend the amount deposited or the amount to be withdrawn by completing another form after the initial 3 month period.
6. To cancel the allotment the soldier is to inform the AFPC, in writing, via the unit imprest holder.
7. The person nominated to withdraw the money from the bank may only be changed by completing a new form at Annex A.
8. On opening an account at the bank all personnel will be charged 2,500 leones which cover the costs for the production of an ID card for both the soldier and the person nominated to withdraw money from the account. This fee is payable every time the person responsible to withdraw money is changed.

### HELP DESK

9. All soldiers who operate an allotment or are thinking of starting one can obtain first line advice from their unit pay clerk. The person nominated to withdraw

money from the soldiers account can obtain advice and help from the Welfare clerks situated in the AFPC in Cockerill Bks.

10. Soldiers are to inform the person nominated to withdraw money from the account that all queries must be addressed to the help desk in Cockerill Bks and not with the clerks at the bank. Any disputes with the bank will be tackled by the help desk. Any complaints by the bank about any individual conducting abusive behaviour may result in the allotment being stopped.

11. When commencing the allotment scheme in May 01 there were no soldiers making allotments at the bank. 10 months later there are over 3,000 soldiers making allotments.

ANNEX A TO BANKING  
INSTRUCTION

ROKEL COMMERCIAL BANK ALLOTMENT AUTHORISATION

ACCOUNT No										Branch:
Soldiers Number										Rank
Name										Serial Number
Signature										Amount of Allotment:
Amount of money to be drawn										Name of Person authorised to draw money
Address of Person authorised to draw money										

ROKEL COMMERCIAL BANK ALLOTMENT AUTHORISATION

ACCOUNT No										Branch:
Soldiers Number										Rank
Name										Serial Number
Signature										Amount of Allotment:
Amount of money to be drawn										Name of Person authorised to draw money
Address of Person authorised to draw money										

## INSTRUCTIONS FOR THE COMPLETION OF THE ALLOTMENT FORM

1. 3 Copies of each form is to be completed
2. Rokel Bank has 5 branches, 1 at Siaka Stevens Street Freetown, 1 at Clock Tower Freetown, 1 at Wellington Freetown, 1 in Bo and 1 in Kailash. This must be entered in the box titled 'Branch'.
3. The box titled 'Account No' is to be left blank and is only used by the bank.
4. The serial number for each form is to be entered by the welfare clerks at AFPC.
5. 1 copy of the form is to be handed to the soldier who is to pass it to the person nominated to withdraw the money from his account. That person is to obtain two passport photographs and take them with the form to the selected bank. To qualify for the current month allotment they must take the form to the bank during the period 20, 21, & 22 of the current month for bank ID Card and at Murray town Barracks on the 6, 7 & 8 of the following Month for payment.
6. If the person nominated to withdraw money is unsure what to do, they may go to AFPC and seek the advice of the Welfare clerks who will be available to give assistance.
7. Any soldier who wishes to open a Savings Account and not let anyone else withdraw money from the account may do so. The form must be boldly marked 'NEW SAVINGS ACCOUNT'.



ANNEX B TO BANKING  
INSTRUCTION

EXAMPLES OF HOW TO COMPLETE AN ALLOTMENT FORM  
ROKEL COMMERCIAL BANK ALLOTMENT AUTHORISATION

ACCOUNT No										Branch: <b>CLOCK TOWER</b>
Soldier's Number	<b>18181818</b>									Rank <b>LCPL</b>
Name	<b>BANGURA</b>									Serial Number
Signature										Amount of Allotment: <b>80,000</b>
Amount of money to be drawn	<b>40,000</b>									Name of Person authorised to draw money <b>MRS MABINTY BANGURA</b>
Address of Person authorised to draw money <b>5A, SIAKA STEVENS STREET, FREETOWN</b>										

ROKEL COMMERCIAL BANK ALLOTMENT AUTHORISATION  
(NEW SAVINGS ACCOUNT)

ACCOUNT No										Branch: <b>SIAKA STEVENS STREET</b>
Soldiers Number	<b>18181818</b>									Rank <b>LCPL</b>
Name	<b>BANGURA</b>									Serial Number
Signature										Amount of Allotment: <b>80,000</b>
Amount of money to be drawn	<b>NOT APPLICABLE</b>									Name of Person authorised to draw money <b>SELF</b>
Address of Person authorised to draw money <b>NOT APPLICABLE</b>										

ROKEL COMMERCIAL BANK ALLOTMENT AUTHORISATION

ACCOUNT No								Branch: <b>CLOCK TOWER</b>
Soldiers Number	<b>18181818</b>							Rank <b>LCPL</b>
Name	<b>BANGURA</b>							Serial Number
Signature								Amount of Allotment: <b>41,500</b>
Amount of money to be drawn	<b>40,000</b>							Name of Person authorised to draw money <b>MRS MABINTY BANGURA</b>
Address of Person authorised to draw money <b>5A, SIAKA STEVENS STREET, FREETOWN</b>								

ROKEL COMMERCIAL BANK ALLOTMENT AUTHORISATION  
(NEW SAVINGS ACCOUNT)

ACCOUNT No								Branch: <b>SIAKA STEVENS STREET</b>
Soldiers Number	<b>18181818</b>							Rank <b>LCPL</b>
Name	<b>BANGURA</b>							Serial Number
Signature								Amount of Allotment: <b>44,000</b>
Amount of money to be drawn	<b>40,000</b>							Name of Person authorised to draw money <b>MRS MABINTY BANGURA</b>
Address of Person authorised to draw money <b>5A, SIAKA STEVENS STREET, FREETOWN</b>								

must take the form of BARTER which is the direct exchange of goods and services for another form of goods and services.

If the commodity is generally acceptable in exchange for goods and services it is money.

#### FUNCTIONS OF MONAY: -

- a. Medium of exchange
- b. Unit of account (a measure of value)
- c. Store of value when selling
- d. Standard for deferred payment when calculating loan.

#### PROPERTIES OR CHARACTERISTICS OF MONEY

Any item which is regarded as money must be: -

- a. Acceptable to people as payment
- b. Scarce and in controlled supply.
- c. Stable and able to keep its value
- d. Divisible without any loss of value
- e. Portable and not too heavy to carry

DEMAND FOR MONEY (LIQUIDITY PREFERENCE) was made up of three elements

1. The transaction demand: - Money held to meet day-to-day expenses.
2. Precautionary Demand: - Additional sum as means of insurance against unforeseen contingencies. (eg) emergency repair, illness etc.
3. Speculative Demand: - Money hold above 1 and 2 (due to uncertainty as the value of such item varies daily).

#### ADVANTAGES OF BANKING

The main reason for banking is for a capital formation for future big expenditure. For instance, OSUSU is an informal form of banking. It is geared towards capital formation e.g. buying a radio, bed, car ect.

Secondly, savings is putting aside money for future spending. (e.g.) old age, self created pension, education for children unforeseen medical expenditure including death, land project, housing project, ect.