




SBC			
REQUEST FOR EMPLOYEE'S PAYROLL ADVANCE			
EMPLOYEE'S NAME SAJITH SATHYAN		EMPLOYEE NUMBER 8584	DATE 3-Dec-23
DEPARTMENT	LOCATION	DATE OF HIRE	AMOUNT KD 26.250/-
REASON FOR REQUEST ADVANCE FOR PASSPORT RENEWAL		THE FULL AMOUNT WILL BE DEDUCTED ON THE FIRST PAY PERIOD FOLLOWING PAYROLL ADVANCE	
EMPLOYEE'S SIGNATURE 		APPROVED-ACCOUNTING DEPARTMENT	DATE
APPROVED - DELEGATED AUTHORITY 	DATE	CASH RECEIVED BY 	DATE
PROMISSORY NOTE			
ON DEMAND, FOR VALUE RECEIVED, I HEREBY PROMISE TO PAY SBC THE AMOUNT OF <u> KD 26.250 </u> , NOTICE OF PRESENTMENT FOR PAYMENT, NOTICE OF DISHONOR, NOTICE OF PROTEST, ARE HEREBY WAIVED.			
EMPLOYEE'S SIGNATURE 