




SBC

REQUEST FOR EMPLOYEE'S PAYROLL ADVANCE

EMPLOYEE'S NAME SUNDAR DAS TATMA		EMPLOYEE NUMBER 2911	DATE 21-Dec-23
DEPARTMENT	LOCATION	DATE OF HIRE	AMOUNT KD 20/-
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> </u> KD 20/- NOTICE OF PRESENTMENT FOR PAYMENT, NOTICE OF DISHONOR, NOTICE OF PROTEST, ARE HEREBY WAIVED.			
EMPLOYEE'S SIGNATURE 