

SBC

REQUEST FOR EMPLOYEE'S PAYROLL ADVANCE

EMPLOYEE'S NAME VISHNU MOHANAN NAIR		EMPLOYEE NUMBER 9008	DATE 12-Feb-24
DEPARTMENT	LOCATION	DATE OF HIRE	AMOUNT KD 15/-
REASON FOR REQUEST Salary advance for Indian license attestation from Indian Embassy		THE FULL AMOUNT WILL BE DEDUCTED ON THE FIRST PAY PERIOD FOLLOWING PAYROLL ADVANCE	
EMPLOYEE'S SIGNATURE <i>Vishnu</i>		APPROVED-ACCOUNTING DEPARTMENT	DATE
APPROVED - DELEGATED AUTHORITY	DATE	CASH RECEIVED BY	DATE
<i>[Signature]</i>		<i>Vishnu</i>	
PROMISSORY NOTE			
ON DEMAND, FOR VALUE RECEIVED, I HEREBY PROMISE TO PAY SBC THE AMOUNT OF KD 15/- NOTICE OF PRESENTMENT FOR PAYMENT, NOTICE OF DISHONOR, NOTICE OF PROTEST, ARE HEREBY WAIVED.			
EMPLOYEE'S SIGNATURE <i>Vishnu</i>			