

**SBC
REQUEST FOR EMPLOYEE'S PAYROLL ADVANCE**

EMPLOYEE'S NAME UTPAL MAITY		EMPLOYEE NUMBER 9005	DATE 27-Mar-24
DEPARTMENT	LOCATION	DATE OF HIRE	AMOUNT KD 6/-
REASON FOR REQUEST Salary advance Bank ATM card reactivation		THE FULL AMOUNT WILL BE DEDUCTED ON THE FIRST PAY PERIOD FOLLOWING PAYROLL ADVANCE	
EMPLOYEE'S SIGNATURE → <i>utpal Maity</i>		APPROVED-ACCOUNTING DEPARTMENT	DATE
APPROVED - DELEGATED AUTHORITY <i>[Signature]</i>	DATE	CASH RECEIVED BY → <i>utpal Maity</i>	DATE
PROMISSORY NOTE			
ON DEMAND, FOR VALUE RECEIVED, I HEREBY PROMISE TO PAY SBC THE AMOUNT OF <u> KD 6/- </u> NOTICE OF PRESENTMENT FOR PAYMENT, NOTICE OF DISHONOR, NOTICE OF PROTEST, ARE HEREBY WAIVED.			
EMPLOYEE'S SIGNATURE → <i>utpal Maity</i>			