SALARY ADVANCE FORM

EMPLOYEE DETAILS

Name	Employee ID	Application Date	Date of Joining

Designation	Amount Requested	Current Salary

For Accounts Use Only

		Signature
Previous Outstanding Loan		
Months to be paid back		

For Department Manager Use Only

Loan Application is:	☐ Approved	☐ Not Approved

Remarks

Signature

For HR Use Only

Loan Application is:	☐ Approved	☐ Not Approved

Remarks

Signature

General Manager Approval

Loan Application is:	☐ Approved	☐ Not Approved

Remarks

Signature