

# Salary Advance Application

Full Name \*

Employee ID \*

Department \*

Designation \*

Requested Advance Amount \*

Reason for Advance \*

Proposed Repayment Period (months) \*

Date of Application \*

Applicant Signature \*

## Important Notes:

- All fields marked with an asterisk (\*) are mandatory and must be filled in accurately.
- Submit the completed application form to the HR or Finance Department for processing.
- Approval is subject to company policies regarding advances and repayment capability.
- Supplying incorrect information may lead to application rejection or disciplinary action.