

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.