



ZION COMMERCIAL CREDIT

(PVT) LTD | REG NO: PV00353304

"Unlocking Your Business's Full Potential"

INTERNAL DOCUMENT

DATE: ____/____/20____

CASH ADVANCE REQUEST FORM

I. PERSONAL & EMPLOYMENT INFORMATION

01. Full Name (Block Letters):

02. Employee/Member No: 03. NIC Number:

04. Designation: 05. Department/Branch:

II. ADVANCE REQUEST DETAILS

06. Type of Advance: Salary Advance Petty Cash Other

07. Amount (LKR): LKR 08. Required By:

09. In Words:

10. Reason / Purpose:
.....
.....
.....

III. PROPOSED REPAYMENT PLAN

11. No. of Installments: 12. Monthly Deduction: LKR

Declaration: I hereby declare that the information provided is true and correct. I authorize Zion Commercial Credit (PVT) Ltd to deduct the requested advance from my monthly salary as per the schedule above. Approval is subject to company policy and management discretion.

APPLICANT SIGNATURE

DATE: ____/____/20____

FOR OFFICE USE ONLY

STATUS:

APRVD RJCTD

BALANCE O/S:

BRANCH MANAGER

DATE: ____/____/20____

APPROVED AMOUNT:

HR MANAGER

FINANCE MANAGER

CEO / DIRECTOR