

**Sub: Approval for H.R related expenses paid through credit card\*\*\*9456**

The H.R related expenses viz. RP renewal, Transfer, stamping, cancellation, Visa printing, contract attestation and sponsor change charges etc. are paid through the below detailed of Credit Card and the outstanding credit card dues are auto settled by the Bank on due date through a debit to the current account.

**Bank: MASRAF AL RAYAN**

Credit card Number: 4890 19 \*\*\*\*\*9456.

Current Account No 0003-102256-001

This document is prepared to take management approval for expenses incurred and cleared during the period from Jan'25 to March'25.

**Payment Summary through credit card**

Month	Particulars	Amount
Jan'25	Payment through Credit Card	88,362/-
Feb'25	Payment through Credit Card	82,354/-
Mar'25	Payment through Credit Card	93,556/-
<b>Grand Total</b>		<b>264,272/-</b>

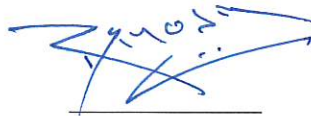
Total Credit Card Expenses	264,272/-
(Less) Supporting available attached	264,272/-
<b>Difference</b>	<b>0*****</b>

The Credit Card Account Statement and all the supporting documents of the expenses incurred are attached for approval for the purpose of accounting the settlement payment transaction.

\* We had previously submitted supporting documents amounting to QAR 75,930/- for the March 2025 replenishment, including the payment voucher. We are now resubmitting these documents along with the remaining expenses for March 2025 and additional expenses for other months. This is to consolidate all records from January to March 2025 in one place, to streamline the credit card reconciliation and settlement process.



H.R Manager



Finance Manager



General Manager

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Authorized Signatory