



شركات
Corporate

رقم الشيك
Cheque No. 00007917

02-Feb-2023

Date _____ التاريخ _____

Pay to the order of **** ROBERT KINGI MATHENGHE ****
or bearer

إدفعوا لأمر
أو لحامله

Amount in words *** FIVE THOUSAND FOUR HUNDRED EIGHTY TWO ONLY *** المبلغ بالحروف

المبلغ
بالحروف

رق
Q.R

5,482.00

UMMSAID BAKERY
A/C No. 1000-00792-506

Signature _____ التوقيع

Please do not write or stamp in the space below this line

الرجاء عدم الكتابة أو وضع ختم أسفل الخط

0000 79 1 7 0 6 3 4 0 2 0 0 1 5 0 0 0 0 0 0 0 0 0 7 9 2 5 0 6

P.O Box

E-mail:

كيوبيك
Qbake

Payment Advice

Payment Date : 02.02.2023

Document Number : 2360000055

ROBERT KINGI MATHENGE

Supplier code :103609

Doha

QA -

Dear Sir / Madam,

Exchange rate :

Remarks : LS ROBERT KINGY#4587

Payment Method :

| Invoice Ref. | Invoice Date | Invoice Amount | Withhold Tax | Other Deduction | Net Amount | Curr |
|--------------|--------------|----------------|--------------|-----------------|------------|------|
| 00007917 | 02.02.2023 | 5,482.00 | 0.00 | 0.00 | 5,482.00 | QAR |
| | | 5,482.00 | 0.00 | 0.00 | 5,482.00 | QAR |

Payment Detail(s)

| Bank's Name / A/c No. | Cheque Number | Instrument Date | Amount | Currency |
|-----------------------|---------------|-----------------|----------|----------|
| | 00007917 | 02.02.2023 | 5,482.00 | QAR |
| | | Total : | 5,482.00 | QAR |

Amount in words : FIVE THOUSAND FOUR HUNDRED EIGHTY-TWO ONLY

Kindly acknowledge the receipt Thanking You

Authorized Signatory

Receiver's Signature

[Handwritten signatures]

Document Date/Time:02.02.2023/11:38:09

Ummsaid Bakery

(A subsidiary of Zad Holding Company Q.P.S.C.)

كيوبيك
Qbake

مخبز مسعيد

(مملوك لشركة زاد القابضة ش.م.ق.ع.)

| Service Period From: 29-08-16 To 09-02-23 | | | |
|--|-------------------------|-----------------------------------|--------------------------|
| 103609 - 4587 | LEAVE SETTLEMENT OF Mr. | USB | ROBERT KINGI MATHENGE |
| TO BE RECEIVED ON | 9-Feb-23 | Basic Salary | QR 1,500 |
| DEPARTMENT | Sales | HRA | QR - |
| DESIGNATION | Merchandiser | Transport Allowance | QR - |
| | | Telephone Allowance | QR - |
| | | Cost of Living Allowance | QR - |
| | | Food Allowance | QR - |
| | | Other Allowance | QR - |
| | | Total Package | QR 1,500 |
| | | Service Duration | 5 Years 11 Months 1 Days |
| | | Leave Category | 30 |
| | | Appointment date | 29-Aug-16 |
| | | Joining/Rejoining/Encashment date | 29-Aug-21 |
| | | Payment Type | d-Pay Card |
| SALARY | | | |
| BASIC SALARY | | | |
| From | 1-Feb-23 | to | 9-Feb-23 |
| | 9 | days @ Qr | 53.57 |
| | | | 482 |
| LEAVE SALARY FOR 2021-2022 | | | |
| BASIC SALARY | | | |
| From | 29-Aug-21 | to | 30-Jul-22 |
| (335 x 30) / 335 = | 30.00 | days @ Qr | 50.00 |
| | | | 1,500 |
| AIR TICKET | | | |
| Amount of air fare | Economy Class | | |
| Doha-Nairobi-Doha | | | |
| SELF | | | 3,500 |
| Full Fare QR. 3500 | | | |
| NET TOTAL | | | 5,482 |
| (Qrs.Five Thousand Four Hundred Eighty Two Only) | | | |
| Prepared by | Verified by | Verified by | Verified by |
| Accountant | Sr. Executive HR | Asst. Manager HR & Admin | Chief Accountant |
| Wasim | Anwar Qazi | Mohamed Asthak | Sameer Mohammed |
| 11/2/23 | 11/2/23 | 05 FEB 2023 | 05 FEB 2023 |
| | | | |
| I, the undersigned Robert Kingi Mathenge declare that I have received with thanks from Ummsaid Bakery all my dues relating to salary and leave salary totaling Qr. 5,482 (Qrs.Five Thousand Four Hundred Eighty Two Only) vide Cheque No. | | | |
| I further declare that by receiving the total amount stated above, no further amounts of any type or origin remain due from Ummsaid Bakery to myself, successor or legal heirs and my signature below should be considered as a final and comprehensive settlement and discharge which cannot be revoked by me, successor or legal heir for any reason whatsoever. | | | |
| Name | ROBERT KINGI MATHENGE | | |
| Signature | | | |
| Date | | | |

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28540401410 الرقم الشخصي:
D.O.B.: 05/07/1985 تاريخ الميلاد:
Expiry: 26/08/2022 الصلاحية:

كينيا الجنسية:

Nationality: KENYA

Occupation: سائق المهنة:

الاسم: روبيرت كينغي ماتينغي



Name: ROBERT KINGI MATHENGE

Passport Number: A2259342 رسم جواز السفر:

Passport Expiry: 15/09/2024 تاريخ انتهاء الجواز:

Serial No: 30528540401410 الرقم الممثل:

Residency Type: عمل نوع الرخصة:

Employer: شركه مطاحن الدقيق القطريه المستقدم:


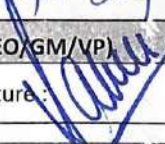
مدير عام الإدارة العامة للجوازات توقيع حامل البطاقة

General Director of the General Holder's signature

Directorate of Passports



Leave Requisition Form

| | | | |
|--|--|--|--|
| Part 1 (To be filled by Employee) | | Date of Initiation: 28th Jan 23 | |
| Full Name : Robert | | | |
| Job Title : Merchandiser | | Employee Code : 4587 | |
| Department : Sales | | Business Unit : Ummsaid Bakery | |
| Leave Type | | | |
| Annual <input checked="" type="checkbox"/> Encashment [] Leave Without Pay [] Leave With Pay [] | | | |
| Leave Information | | | |
| Leave From: 10/02/23 | | Leave up to: 11/03/23 | |
| No of Days: 30 | | Return to duty date: 12/03/23 | |
| Contact Details while on vacation | | | |
| Telephone No. : | | Mobile No. : +974 66576218 | |
| Address : | | Email ID : | |
| Backup employee during leave period based on discussion with Dept. Head: | | Signature of backup employee: | |
| Jog Bahadur : EMP#1002 | |  | |
| | | Signature of Employee | |
| Part 2 (Department Approval – to be filled by Department Head) | | | |
| Remarks (if any): | | | |
| Leave can be approved for 30 days from 10.02.2023 to 10.03.2023. | | | |
| Signature of Department Head | | Date: 29.01.2023 | |
| Part 3 (Leave Eligibility – to be filled by HR) | | | |
| DOJ: 24/08/16 | | Total leave taken : | |
| Passport Expiry: 15/09/24 | | QID Expiry: 26/08/23 | |
| Leave Passage & Dependent Details: | | | |
| From 29/08/21 To 30/07/22 - 30 | | | |
| Doha - Nairobi - Doha | | | |
| Economy Class Air Ticket for Self. | | | |
| Unit - HR & Admin | | | |
| Part 4 (Final Approval – to be filled by CEO/GM/VP) | | | |
| No of Days: 30 | | Signature:  | |
| | | Date: 30.1.23 | |