

DEPARTURE SHEET

Date 8-May-25

Reason

Annual Leave

Wages for April & May 2025

Joined Date: 02-May-2007

Leave Start Date: 09-May-2025



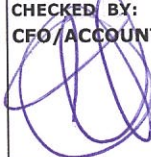

Leave End Date: 24-Aug-2025

| MOFIZ | | PP#: A0718294 | |
|------------------------------|--------------|----------------------------------|-----------|
| Reg No 1311 | | Designation: FINISHING CARPENTER | |
| Nationality: BANGLADESHI | | | |
| DESCRIPTION | | DR | CR |
| Wages for | Basic Salary | 3,855.00 | |
| 01.04.2025 - 30.04.2025 | 30 | | 3,855.00 |
| 01.05.2025 - 31.05.2025 | 8 | | 994.84 |
| Allowance | No. of Days | | |
| Service Allowance - Apr | 30 | 1,542.00 | 1,542.00 |
| Service Allowance - May | 8 | 1,542.00 | 397.94 |
| Professional Allowance - Apr | 30 | 1,079.40 | 1,079.40 |
| Professional Allowance - May | 8 | 1,079.40 | 278.55 |
| Safety Store Allowance - Apr | | | - |
| Safety Store Allowance - May | | | - |
| Other Fixed Allowance - Apr | | | - |
| Island Allowance - Apr | | | - |
| Long Term Allowance - Apr | 30 | 1,250.00 | 1,250.00 |
| Long Term Allowance - May | 8 | 1,250.00 | 322.58 |
| Phone Allowance - Mar | | | - |
| Phone Allowance - Apr | | | - |
| Attendance Allowance - Apr | 30 | 386.00 | 386.00 |
| Attendance Allowance - May | 8 | 386.00 | 99.61 |
| Salary Areas | | 392.54 | 392.54 |
| Food & Tea Allowance - May | | | - |
| Over Time - Apr | | | - |
| Deductions | | | |
| Water Deduction | | | |
| Salary Advance | | | |
| Medical - Feb | | | |
| Medical - Mar | | | |
| Food & Tea Allowance - May | 22 | 2,000.00 | 1,419.35 |
| Phone Allowance | | | |
| Petrol Allowance | | | |
| WP Medical Fee | | | |
| PPE's cost | | | |
| Work Permit Fee | | | |
| Phone | | | |
| | | 1,419.35 | 10,598.46 |
| | MVR | 9,179.00 | |

I received all my Entitled Salary & benefits (according to the Agreement) for the period which I served for RCC Pvt Ltd. I am signing this without any force and I don't have anything against the company.

MOFIZ
1311

Signature

| | | | |
|---|---|---|---|
| PREPARED BY: HR OFFICER | CHECKED BY: HR MANAGER | CHECKED BY: CFO/ACCOUNTANT | APPROVED BY: CHAIRMAN/MD/DIRECTOR |
|  |  |  |  |