

Apex Investments Limited**Advance Form.****Name of Officials/Support Staff :****Designation :****Date:**

Particulars of Expenses	Reasons for Advance	Expected Date of Adjustment	Amount Requested

Takas in Word :

Taka

Total :**Recommended by:**

Comments (if any):

(Head of Respective Department)

Signature of the Recipient

Signature :

Approved by:

Comments (if any):

(Managing Director/Chief Executive Officer)

Signature :